

The City of Sacramento
The Library for North Natomas

Sacramento Public Library

BUILDING PROGRAM

November 2002
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Revised
December 2003
Sacramento Public Library

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Sacramento, California

Building Program

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I. Overview and Introduction

A. Project Overview

The Community Needs Assessment and the Library Plan of Service are the foundation used to define these Building Program requirements for a new 23,011 square foot Library to serve the current and future library needs of the citizens of North Natomas and the students and faculty of Inderkum High School and The American River College Natomas Center.

This co-located, Sacramento Public Library Branch will function as the heart of the *North Natomas Town Center Education Complex*, collaboratively serving the library needs of three distinct user groups—the community of North Natomas, the students and faculty of Inderkum High School, and the students and faculty of the American River College Natomas Center.

The high-level of joint-use and shared responsibility envisioned for this branch library provides a unique and exciting opportunity for synergistic leveraging of resources to provide library services for this community. The community of North Natomas is particularly well situated to take full advantage of this opportunity because it is a **planned** urban community with clearly defined, cooperative, community-wide goals. An important part of this Community Plan is the development of the *Town Center Education Complex*, which includes a shared library.

The rapidly growing service population of North Natomas is projected to reach 62,549 by the year 2020. This planned urban community was developed to appeal to a range of age groups, including young families, more mature empty nesters, and seniors. At this time, with a population of 21,210, the community is at only 34% of its build-out size. Inderkum High School, a partner in the co-located library, is projected to be completed in the summer of 2004, and will serve a student population of 2,000. The American River College Natomas Center will provide service for more than

North Natomas is a “wired” community with a fiber optic infrastructure that provides all residents with access to high-speed data services. Most households own computers and subscribe to Internet service. Residents are well educated—over 61% have attended college, with 15% of the population holding a post-baccalaureate graduate or professional degree. Though not a wealthy community, the median income of the area is higher than in the City of Sacramento as a whole. Fifteen percent of housing in the developing community is earmarked to meet the “Affordable Housing Standard” so as to be affordable to very low and low-income residents.

As evidenced by information gathered during the community needs assessment, North Natomas residents, community planners and leaders are enthusiastic about the potential of a shared library. The current and future residents of this planned community are committed to the concept of, and benefits derived from, cooperative partnerships in the provision of community services.

Many of these residents have chosen North Natomas as their community because of the high-level of intelligently planned community services and amenities, particularly the Library and Town Center.

The proposed co-located facility is planned and designed to provide collections, spaces, technology, staffing, and services to serve both the needs of the community and the needs of students and faculty of Inderkum High School and American River College Natomas Center.

- A collection of 138,000 books and audiovisual materials and generous electronic resources.
- 116 public computers including: 46 open access computer stations; 14 OPAC stations; a computer lab/classroom with 36 computer stations; and a mobile lab with 20 wireless notebooks on a charging/storage cart.
- 148 reader seats plus 11 seats in a dedicated quiet study room, plus 9 seats total in 3 small group study/tutoring rooms.
- A multi-purpose meeting and program room to seat up to 75
- A distinct and separate children's area.
- A distinct and separate Teen area.
- Space dedicated to quiet, focused study.
- Staff work areas to meet the needs of public and school librarians.
- Design flexibility to accommodate facility and technology changes over the coming decades.

B. Project Time Schedule

Dates	Description
January 2004	Submission of Grant Application for Bond Funds
January 2005	Programming & Schematic Design Work Completed
May 2005	Working Drawings Complete
June 2005	Contract Documents
July 2005	Construction Bidding
January -December 2006	Construction
January 2007	Library Grand Opening

C. Role of the Building Program in the Architectural Design Process

The building program should serve as a guide for the design team, defining the functional and operational requirements of the Branch Library. The program addresses the building's environmental qualities, technology requirements, ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a co-located public-school library and describes the specific and particular detailed requirements for each space in the Library for North Natomas.

The City of Sacramento and the Library will use the program as a communications tool in their work with the design team and others involved in the Library project, to be sure that the completed facility is a functional library that will serve the needs of the community, the high school and the community college over the coming forty to fifty years. It is expected that over the course of the design phase, the City and the Library will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

D. Roles of Building Team Members

Client/Owner

The City of Sacramento will own and maintain the new branch library, and representatives of the City will serve on the Library Building Committee. Those representatives will oversee city interests in the project and will direct the work of the design and construction teams. This project will be subject to the same approval process required for other City of Sacramento facilities.

Sacramento Public Library

The Sacramento Public Library will be the lead operating organization, running the new branch library as one of its system branches, providing staff, materials and services. Representatives of the Library will serve on the Library Building Committee as advisors, to be sure that design and construction are proceeding as expected, and as per the building program in order to provide a highly functional library for the service community.

Natomas Unified School District

The Natomas Unified School District will share branch operating expenses for staff, materials, and services. Representatives of the school district will serve on the Library Building Committee as advisors.

Los Rios Community College District

Los Rios Community College District will share branch operating expenses for staff, materials, and services. Representatives of the community college district will serve on the Library Building Committee as advisors.

Architect

The project architect will design the Branch Library to meet the guidelines of the building program and the requirements of the site. The architect will work with the City and the Library during the design process and will produce plans,

elevations, sections, renderings, specifications and other required documents. The architect will provide a project timeline and cost estimates and for the project—to include both hard and soft costs. During the construction phase the architect will work with the contractor to carry out the design plans.

Interior Designer

An interior designer will be engaged for the project, usually by the architect, to participate in the selection and layout of furnishings and equipment, and the selection of interior building finishes.

Project Consultants

The Library Building Consultant will work with the City and the Library to determine the Library needs of the service community and to prepare a building program to meet those needs. The consultant advises the architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

Structural, electrical and mechanical engineers will be hired to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the Library Building Committee at those times.

Additional consultants may be used at the discretion of the City—lighting consultants, communications consultants, educational technology consultants, security consultants, energy management/sustainability consultants, signage consultants, acoustical consultants, etc.

II. Planning and Design Considerations

The Branch Library will be the center of educational life in the North Natomas Community, bringing together learners of all ages who will use the Library to support their formal and informal education and information needs. It will be a gathering place and must be designed to complement the principles on which this planned urban community was developed—mixed use, shared resources and accessibility.

The building should be a source of pride, and be clearly identifiable as a destination of importance in North Natomas. The Branch will be an essential resource for community users, K-8 students, high school students and students enrolled in Community College courses. All users will need to feel comfortable in the shared facility, and able to effectively use the resources and spaces of the Branch Library.

The Library design must recognize the active lifestyle of North Natomas families, blending seamlessly into the fabric of the community and connecting with residents as they move between locations, activities, and interests. A high level of functionality and service flexibility will be demanded in this co-located facility, requiring creative, thoughtful design that meets program requirements. An environmentally sound approach to design and construction should be part of the project from inception to completion.

The Library is for everyone in the community, and so must be warm, welcoming and approachable. Safe, simple accessibility must be insured for users arriving on foot, by bicycle, via public transportation and by car, and the facility must be fully accessible to individuals with disabilities. As a planned urban community, North Natomas was conceived and designed to provide an unusual level of access for pedestrians, bicyclists, and visitors arriving via public transportation. This model for human-scale access should be reflected in the Branch Library orientation and design.

The Library will offer a variety of simultaneous services and activities that will need to be accommodated in different areas or zones of the building. Young children and their caretakers will visit to checkout materials and attend programs. Children in grades K-8 will visit the Branch either on their own or with their families to use materials and services to support their schoolwork and recreational interests. The Branch will serve as the Inderkum High School Library and will be a hub for students in grades 9-12 who will visit with classes, alone, or in groups to take advantage of materials, technology, and instruction. Community college students will drop into the Library to study between classes and to find information to support class curricula. Community users of all ages will visit the Branch to read and study, use technology services, enjoy art exhibits in the Branch gallery, participate in programs and instruction opportunities, meet and greet other members of the community and seek assistance with their information needs. All of these activities will ensure that the Branch Library is a busy place so users will need to be able to find both active and quiet spaces to support their library activities.

The design should help the Library to market its services and resources. The building entrance should be obvious, and visitors should find navigating the building to be largely intuitive, including locating staff assistance as needed. In this co-located facility, it will be critical that community visitors can enter and use the Branch easily without feeling that they are “going back to school”.

Over the coming decades, as has been the case in the past, the Sacramento Public Library will experience extensive evolution in collections, services and user needs. Building flexibility must be a guiding design principle in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The interior layout should remain as flexible as possible since service needs and collection format will undoubtedly change.

Electronic technology will be a prominent feature of the Library for North Natomas. The building’s infrastructure must support current and future use of computing and communications devices throughout—fixed and handheld. Both hard-wired and wireless capacity must be sufficient to support ever-growing technology demands and developments. Spaces throughout the building should be designed to be “wireless friendly,” to support future use of wireless and handheld devices linked to the Library’s network. The Library for North Natomas will support a high level of technology applications, so a raised floor is strongly recommended to provide flexibility and expandability.

The design of the building should be distinctive—compatible with the adjacent high school, but clearly connected to the planned civic center and shopping district along Main Street. The building should be easily identified from Del Paso Road, a major thoroughfare, as a separate resource from the adjacent high school and community college with visual cues that strongly convey the message that this is a resource for the entire community. A well-designed library will draw people in and will reward them with interesting and comfortable spaces inside. Specifically, it is important that the building be visually appealing, safe and secure, comfortable, and fully accessible to all, easy to maintain, and operationally sound.

III. General Requirements of the Library Building

A. Building Site and Exterior Considerations

1. Energy Management and Sustainability

The design team must work with the Library to plan a building that will create a comfortable working environment for users and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code. The energy use strategies employed in the building design should minimize the building's dependence on energy.

Optimize the building envelope for balance of heat and light to achieve comfort and efficiency requirements, and use all available strategies to reduce the total amount of cooling and lighting demand.

Plan the building envelope to be in balance with daily and seasonal environmental conditions—temperature, humidity and sunlight.

Carefully designed solar techniques can both reduce the demand for artificial lighting and the load on mechanical heating and cooling systems. Calculate the building's orientation and the placement of windows, doors and other exterior building and site features to take full advantage of daylighting and weather patterns. Select building skin, glazing and insulation materials and techniques to enhance R-value efficiency.

Design windows and other building envelope openings to permit natural ventilation as an effective means of reducing the use of power driven systems to provide a comfortable and healthful interior environment.

Note: See also Section III.B.2 "*Energy Environment Management & Sustainability*" of the building program. This section and Section III.B.2 correlate to *Energy Efficiency*, line# 201 of the *Checklist for Library Bond Act Grant Application*.

2. Public Entrance

The location of the Library's public entrance should be obvious to visitors, with clear paths leading intuitively to the front door. Visitors should be able to reach the entrance easily without having to climb steps if they are unable or unwilling to do so. Community users should not have to pass through obvious school grounds to reach the entrance.

Entry doors should provide easy access to everyone, regardless of physical ability. Sliding automatic doors are preferred over swinging doors for safety and improved access for the individuals who are disabled and/or those carrying armloads of books to and from the building.

Orientation of the entrance should take weather patterns into consideration to avoid wind tunnels, drafts and undue exposure to the elements. Ideally, visitors should glimpse interesting views of library activity through front facing windows as they approach the entrance—drawing them into the building.

3. Service and Staff Entrance

The staff and service entrance needs to be located conveniently to staff work areas and to staff and delivery parking spaces. Both the entrance and paths to/from it must be well lighted and highly visible for safety reasons. There should be an exterior, coded access, keypad at the door so that delivery personnel with clearance can enter the building without staff assistance. Control pads for lights and the building security system should be easily accessible near the interior side of the entrance door.

4. Vehicle, Bicycle, and Pedestrian Access and Parking

Library parking lots are busy places, with people of all ages and abilities moving to and from the building. Traffic patterns must be planned to provide ease and safety for all visitors, whether they are driving, bicycling or walking to and from the library. Traffic lanes should be generous, and entrances to, and exits from the parking lot should be obvious.

Pedestrians—North Natomas was designed to be a pedestrian friendly community, with residential, civic and commercial zones laid-out to encourage walking or bicycling rather than driving. The design of the Branch Library should support and enhance this community value.

Automobiles—Although there are no applicable zoning requirements for parking at this library, based upon the recommendations of the library programming consultant and the experience of library staff, architects, and planners, a ratio of 1 parking space per 250 square feet of building area was used to determine the necessary parking. This is comparable to standards for high trip generating commercial activities. This equates to 109 parking spaces for the proposed 23,011 square foot branch library. Parking spaces to meet these requirements, and which are dedicated to the Branch Library, will be available in a parking lot dedicated for use by library patrons or from diagonal on-street parking in front of the library building.

It will be important to provide the required number of handicapped parking spaces, and these should be clearly marked and fully ADA compliant.

Bicycles—The North Natomas development was planned to encourage pedestrian and bicycle traffic, so sufficient bicycle parking will be important. Provide bicycle parking/locking equipment to meet or exceed local code requirements. This parking should be highly visible on the exterior of the library. For security reasons, bicycle parking should be in a high-traffic area near the front entrance to the library.

Public Pick-up and Drop-off—Children, the elderly, and library visitors with disabilities may need to be dropped-off and picked-up close to the library's main entrance. Provide a drive-up, temporary parking area, with a curb cut, near the entrance for this purpose.

Staff and Service Parking—Parking for staff vehicles should be well-lighted and highly visible. One or two short-term parking spaces should be provided next to the service and delivery entrance for delivery and service vehicles.

5. Exterior Signage

The library will need to have a large identification sign appropriately placed near the entrance of the building. This sign should be in keeping with the building's design and should act as a signature for the library. The sign should look different than signs used at the high school or community college, to make it clear that the Branch Library is for the entire community. The sign should be highly visible to people coming to use the library, or who are just passing by the building.

Additionally, there should be a large monument sign on library property at the edge of Del Paso Road to attract persons traveling this major thoroughfare. Ideally, this will be an electronic/digital sign with the capacity to announce library events and services. Further, it is recommended that the library's Web address/URL be prominently displayed on the exterior of the building, to be visible from the street.

6. Landscaping and Exterior Water and Power

Environmentally sound landscaping should be planned and installed to enhance the appeal and functionality of the library. Plants should be drought resistant and should be used to provide both open and shaded areas to enhance the building design. Landscaping should be simple to maintain, with an automatic underground watering system. Library windows should have pleasing views to colorful and interesting exterior landscaping.

Care must be taken that visibility is not obscured by landscaping, and that no hiding-places are created, leading to security issues—this requires planning for eventual plant maturity.

Low maintenance landscaping should extend into parking areas to avoid a “sea of asphalt”.

The ground and plantings must be sloped away from the building to ensure good drainage and building preservation.

Include weather and tamper proof water and power outlets on all sides of the building to facilitate maintenance and to support outdoor activities sponsored by the Library.

7. Safety and Security

The Library for North Natomas must provide a safe environment for library users and staff. The exterior must be well-lighted with clear and open paths of travel from the street, sidewalks and parking areas to the main and staff entrances of the building.

The building design and landscaping must not obscure sight lines or create hiding places.

All pathways should be level or have gentle slopes and should be paved with non-slip materials. Avoid sprinkler system heads that spray onto pedestrian paths.

8. Exterior Lighting

The main function of exterior lighting is to provide safety and security for library users and staff, and to lead library users to the services they need. Exterior lights should be in keeping with the style of the architecture and must be vandal resistant. Wiring must be concealed and protected and the lights should be controlled by photocells.

Circles or cones of light should overlap to avoid dark or shadowed areas. Lights should illuminate parking areas, paths of travel to/from the building, all entrances and exits and the exterior return slots.

Fixtures should be selected so that replacement lamps are easily acquired at reasonable cost.

In parking areas, provide 2 ft-candle minimum measured horizontally on pavement, and no more than a 20-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths, doorways or potential hiding places for safety and security.

All exterior lights must comply with local code requirements, but not be specified to be excessively bright—disturbing neighbors and contributing to night sky pollution.

9. Maintenance and Upkeep

Highly durable, low maintenance exterior building finishes are essential. The external skin of the building should be washable and should not require frequent upkeep. Masonry, concrete or stucco is preferred over more maintenance intensive materials. Graffiti can be a persistent issue, so the exterior of the Branch should include a graffiti resistant coating allowing for relatively easy removal if necessary.

10. Roofing

Libraries house valuable, shared community assets. Therefore it is imperative that an excellent roof system be installed at the time of construction. The

roofing system must have sufficient slope and pitch to facilitate efficient runoff, and runoff must be diverted away from walking, parking and congregating areas of the facility. For flat or near flat roof areas, use a light-colored roofing membrane or provide the membrane with a white reflective coating to reduce roof temperatures. The roof should use lightweight, versatile and easily installed materials and must have a life cycle of at least 20 years.

The roofing system must be easy to maintain and repair. If possible, avoid the placement of mechanical system components on the roof. If this is required, the components should be attractively shielded from street level view and maintenance access to the systems must be planned to avoid damage to the roofing system.

11. Refuse and Recycling

Locate an area for a trash dumpster and large-scale recycling bins near the delivery/staff entrance of the building. This space should be enclosed and lockable. Take care that it is not placed so that someone can climb onto the dumpster or enclosure and gain access to the library roof.

Easy access to the trash enclosure and recycling bins will be required for staff and also for refuse removal trucks.

12. Expandability

As noted in the community needs assessment, based on *the North Natomas Town Center and Regional Park Master Plan*, the service area community has a clearly defined maximum build-out size of 62,549 residents. Inderkum High School, the public school partner for the co-located branch library has a maximum student enrollment capacity of 2,000 students. The Library for North Natomas has been planned to serve the build-out population for the high school, the community college, and the service area community, so need for expansion is not anticipated. As the area to the North of the North Natomas area is developed Sacramento Public Library will plan to meet those needs with the development of an appropriate facility at that time. The *Town Center Master Plan* includes the future development of an additional parking lot immediately across Library Lane from the library building.

Note: See also Section III.B.1 “*Flexibility of Design*” of this building program. This section and Section III.B.1 correlate to *Flexibility and Expandability*, line #199 of the *Checklist for Library Bond Act Grant Application*.

B. Interior Considerations

1. Flexibility of Design

Twenty years ago library services were vastly different than they are today. Libraries are designed for the long term and it is likely that the pace of change in technology and user expectations will not only continue, but will accelerate over the coming years. Consequently, it is critical that the library building be designed to be highly flexible and adaptable.

In keeping with the Library's seamless service approach, the building design should be open and modular, using load-bearing columns, rather than load-bearing walls. Interior walls should be kept to a minimum, allowing for reconfiguration of spaces in the future.

Floor loading should allow for 150 pounds per square foot throughout, so that library book stacks can be located anywhere in the building, as necessary.

To enhance building flexibility, a raised flooring system is recommended. These systems allow cabling/wiring and HVAC vents to be updated and/or relocated easily. This level of flexibility will be especially important in a library that will serve three distinct service groups in a technologically sophisticated environment.

Note: See also Section IIIA.12 "*Expandability*" of this building program. This section and Section III.A.12 correlate to *Flexibility and Expandability*, line #199 of the *Checklist for Library Bond Act Grant Application*.

2. Energy, Environment Management & Sustainability

The building design should make optimal use of windows, mechanical and electrical systems, ventilation and lighting to take full advantage of natural environmental conditions and to reduce reliance on manmade power-driven systems. When selecting building systems careful consideration should be given to "Life-cycle Costs" as well as initial costs to make energy-wise management decisions.

The design goal is a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code.

Note: See also Section III.A.1 "*Energy Management and Sustainability*" of this building program. This section and Section III.A.1 correlate to *Energy Efficiency*, line #201 of the *Checklist for Library Bond Act Grant Application*.

3. Electrical Power and Data Infrastructure

The building must include a highly flexible, universal electrical and telecommunications distribution system to support the present and future wiring and cabling needs of the library. Provide ample electrical outlets and conduits with Enhanced Category 6/class E (200mbps) wiring throughout the building. Electrical closets, conduits and cable trays should be sized to house wiring and cabling needs for all building systems.

Keep cabling runs as straight as possible, and locate distribution point(s) so that horizontal cable runs do not exceed 275 feet. Plan for both hard-wired and wireless service, so that ceiling areas throughout the building can accommodate wireless transceiver stations. Library users need “plug-in” capability for their personal computing devices throughout the building, via a combination of wireless technology and hardwired power/data electrical outlets.

Both staff and library users are likely to use hand-held wireless devices in the library, so back-of-house areas should include a generous number of electrical outlets to support recharging of equipment batteries.

Flexibility will be required in order to update and reconfigure equipment over the coming years, both to keep pace with technological developments and to support new service patterns and demands. These needs will best be addressed by raised flooring (such as Walker Duct™, Flexspace Cablefloor™, Nexus/Smed™ or equivalent) or in-plenum power and data drops for additional wireless base stations.

To avoid electrical interference and malfunctions of sensitive equipment, it is important that power-conditioning equipment and proper grounding be installed to ensure “clean” power to operate computers and library security equipment throughout the building.

Provide ample electrical outlets and conduits with Category 6/class E wiring throughout the building. Use Category 6/class E wiring for voice as well as data. All electrical and data outlets must be flush mounted for hazard reduction and flexibility. Provide protective cover plates for live electrical and data outlets.

Outlets should be color-coded for voice, data and other systems. In the case of floor outlets it is critical that the electrical design grid be compared to furniture layouts when they become available, and adjusted accordingly, to avoid electrical cords that do not connect under furniture as expected. These cords are unsightly and can present tripping hazards. This will be most critical in concentrated areas of public computing and in the computer lab/classroom.

To take advantage of continued improvements in network and wireless technology, and to avoid any incompatibilities between the building’s cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection—within 12-18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

4. Public Access Technology

All public computer enabled workstations should permit the use of fixed and portable computing devices. Fixed equipment wires and cables should fit neatly into channels for concealed wire management and should not require workstations to be disassembled for changes/repairs. Workstation panels with generous hollow cores are preferred over conduit style wire management so that wires can run both vertically and horizontally. No wires should be dangling, dragging or exposed.

The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit/trays must be sized for at least Category 6/class E (200mbps) wiring. Outlets, to include voice and data, should be located at convenient heights with clear access, and should be color-coded for voice, data and other systems.

Workstations must be sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

At least one public computer station must be equipped to accommodate users with a variety of disabilities; modifications should include wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. Equal access guidelines include the following features. The branch library will provide some of these modifications.

- Keyboards with large print key labels, Braille labels or home-row key indicators
- Large monitors and screen enlargement software
- Speech screen output and headphones with volume adjustment
- Mouse alternatives such as trackballs, keyboard control of the mouse or other pointing devices
- Keyboard guards to assist users with impairments that limit fine motor control
- Wrist rests
- Software to modify keyboard response such as repeat rate and keystroke delay
- Availability of alternative keyboards such as mini-keyboards or extended keyboards for users with mobility impairments
- Alternatives to keyboard such as a head pointing system, switch based interface or voice dictation software
- Word prediction software to reduce the number of keystrokes needed for text entry
- One-handed keyboards or “keyboard layout” software
- Audio warning signals made available visually

Public computers should include headphone/accessory jacks as well as hardware/software to accommodate users who speak/write in languages other than English, especially Spanish, and who use a variety of alphabets/characters.

Workstations should be oriented to avoid screen glare and should be within general lines of sight of the Library staff, while still providing the user with some degree of privacy.

Data access connections and wireless connectivity must be available in all study and meeting spaces, and at most public seats in the branch, to support the use of patron-provided laptop computers and other hand-held devices.

Provide electrical and data hard-wiring and cabling in the Multi-Purpose Meeting/Program Room, and the Computer Lab/Classroom to support online interactive video conferencing, cable TV reception, video/DVD projection, and Internet-based demonstrations and instruction. Provide ceiling mounted projection for these systems and sound reinforcement.

In the Quiet Study Room, and the three Study/Tutoring Rooms, include voice and data outlets to enhance computer-assisted, interactive learning.

5. Building Finishes and Maintenance

All interior building finishes should be highly durable and simple to repair/replace with locally/regionally available materials and supplies. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surfaces that require special cleaning routines—waxing, polishing, stripping, etc. Select surfaces that are able to withstand repeated washing and which are vandal resistant. All painted surfaces should be covered in high-quality, washable standard paint that does not require frequent repainting. In all areas that will include the regular use of book trucks, install corner and wall bumper guards to preserve wall finishes.

Floor coverings should serve multiple purposes. They should be attractive and should provide acoustic buffering, while also being safe and easy to clean and maintain. In most public and staff areas the preferred flooring system is carpeting. Commercial grade, cushion-back carpet tiles, with anti-static and anti-microbial qualities are preferred. The choice of carpet tiles will be especially important with a raised flooring system, so as to provide easy access to distribution systems in the floor. Carpeting must be highly durable with a minimum life expectancy of fifteen years, and should have a low, narrow loop for ease of maintenance. A variety of carpet colors and patterns can be used effectively to define the areas of the building and to improve wayfinding.

In the entryway, hard flooring with a non-slip surface is required. Floor mats or grates should be included here so that visitors' shoes will be cleaned of debris before they enter the main area of the gallery or library. Hard flooring (stone, tile, linoleum, rubber, etc.) is also needed in all restrooms, the kitchen in the Multi-Purpose Meeting/Program Room, the Staff Lounge, all storage and equipment rooms, and at the staff/delivery entrance.

Highly resilient flooring is needed on the staff side of the Circulation Service Desk, to ease potential staff discomfort from long hours of standing.

Before specifying any/all floor coverings, designers should consult maintenance staff for their experience and input.

Overall, the building must require simple, low maintenance, inside and out. Windows must be easily reached for washing, all surfaces must stand up to repeated cleaning, all light fixtures must allow for lamp replacement without unusual equipment, and all specified materials and products must be widely available at reasonable cost.

6. Lighting

Excellent lighting, both natural and artificial, is critical to the success of the Library for North Natomas.

Daylighting & Fenestration—Natural sunlight, properly filtered, is the most appealing and comfortable lighting. When library users are asked about design features of importance, plenty of natural light is almost always a high priority. In addition to the esthetic and psychological importance of daylight, its effective use in building design has a significant impact on efficient energy management.

Building orientation and fenestration should take full advantage of this source of free light and energy with appropriate exterior and interior protection to reduce glare and to control overheating. Easily operable interior shades or shutters will be required to control the penetration of direct sunlight and glare.

Operable windows in staff areas and in general library areas, where environmentally appropriate, are preferred. Operable windows must be secured easily and by controls available only to library staff.

Artificial Lighting—An efficient system of artificial lighting is required to provide visual comfort for library users and cost effective use of electric energy in the building. Low glare light is important in the library where users are reading print and electronic information. Recommended relative brightness for good visual comfort should be a ratio of 10:3:1, meaning that if the reading task is taken as 100%, the brightness of the immediate surrounding area should be 30% of that level, and the brightness of the general surround should be 10% (Energy Management Strategies in Public Libraries by Edward Dean).

Lighting Levels—According to the Illuminating Engineering Society (IES) Handbook ©2000, the following lighting levels provide recommended illumination levels for public library spaces.

Book Stacks: 6 foot-candles minimum at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face. The lighting source should be introduced above and behind the reader so that book spines are illuminated without glare. Lighting fixtures over stacks may be either parallel or perpendicular to the stacks as long as these lighting levels are achieved.

Public Reading & Computing Areas: In public access computer areas, provide 20-30 foot-candles of lighting. In general reading areas provide 30-40 foot-candles augmented by task lighting where appropriate.

Conference and Study Rooms: Provide 30-40 foot-candles measured horizontally at reading surface (approximately 30”).

Meeting Rooms: Provide 30-40 foot-candles with all lights on, including the separately controlled lighting for the front of the room. Lighting in these spaces should be dimmable to produce approximately 2 foot-candles for note taking during AV presentations. Note taking lights should not spill into the projection screen.

Public Service Desks: Provide 40-50 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Staff Work Areas: 40-50 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Lighting Sources (Lamps)—General lighting should be provided by fluorescent fixtures due to their overall performance and efficiency. T8 lamps should be selected in warm, medium or cool color, with a color-rendering index of 82 or more. The newer T5 lamps can be used in some areas to promote energy efficiency, but they are not yet available in a wide variety of fixtures, and cost per lamp is higher than T8 lamps.

Electronic ballasts should be used for reliability and energy savings. For ballasts within fifteen feet of a daylight source specify continuously dimming electronic ballasts—circuit these fixtures separately from fixtures not within the daylighting zone.

Lighting fixtures should be full spectrum and need to effectively control glare. Indirect lighting, supplemented by direct lighting in task spaces, is preferred throughout the building. When task lights are used, the fixture should not allow for easy removal of the lamp by visitors.

All light fixtures, lamps and ballasts should be selected from major manufacturers with a ready supply of replacements available in the area.

All fixtures and lamps should be able to be cleaned or replaced with either no equipment or a standard height ladder. Do not include ceiling mounted fixtures in inaccessible areas of the building.

Lighting Controls—All lights in the library, including task lighting, should be controlled from a central light panel with a programmable timer system that is flexible, allows for separate circuits of fixtures in daylight zones (15 feet from a daylight source) and can be manually overridden. The control panel for this system should be inaccessible to the public, and located so as to be convenient to staff entering or leaving the building. Public Restrooms should be on a separate circuit, so that patrons are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Control panels must be clearly and permanently marked, identifying the area controlled by each switch or breaker. Light switches in public areas should be kept to a minimum and conveniently and intuitively located. In areas that are not in continuous use, such as offices, study rooms, and restrooms, consider the use of occupancy sensors to reduce energy use.

Exit and Emergency Lighting—An emergency and exit lighting system is required as part of the lighting plan. All exit signs should use LED (Light Emitting Diode) lamps.

Meet all existing local and state codes for emergency/exit lighting. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit/emergency warning system should include lights for the deaf. Install some emergency/exit lights near floor level in case of emergency situations where smoke may obscure higher lights. Emergency lighting should last at least one hour to direct occupants to exits. Emergency lighting must be able to be tested without triggering security/fire alarms.

7. Health, Safety and Security

Building design must promote the health, safety and security of library users, library staff, library resources and electronic/data systems. To this end, plan the Library to meet all local and state life-safety codes.

Sick Building Syndrome—It is recommended that once the building is complete and all finishes, furnishings and equipment have been installed, that a 10-14 day “airing” be allowed in the opening day schedule. During this time, the Library should not be open or staffed, but should have operating systems on, with full ventilation. This will allow a significant amount of off-gassing from building materials, glues, carpet and paint chemicals, fabric finishes, etc. to be expelled from the building, greatly reducing sick building syndrome symptoms among staff and patrons.

General Safety Guidelines--Keep lines of sight open, with sufficient lighting throughout the building. Enhance visibility by locating service desks to facilitate visual control of the library. In separate public spaces such as the

Study/Tutoring Rooms and the Computer Lab/Classroom, install interior glazing (relites), so that library staff and others can visually monitor activity there. Use safety glass wherever necessary and appropriate. Be sure that walking surfaces discourage slipping. Specify furnishings and casework without sharp corners.

Design the building so as to discourage public access to staff and storage areas. All controlled access areas of the building must lock, and all potential points of entry, such as windows, vents, etc. must be protected against illegal entry.

Building Security Alarm—Install a building security system that is monitored by an outside security dispatch service. The system must be simple to operate, with a control panel adjacent to the Staff/Delivery Entrance. Select an established system vendor that can provide up-to-date, but proven equipment, with service technicians available in the area. Planning for the system must be coordinated with the electrical plans for the building, and also with fenestration plans for all operable windows.

When selecting a system, options such as glass breakage sound detectors and infrared motion detectors, etc. should be explored. Vendor statistics on the frequency of false alarms should be evaluated as well as potential security benefits.

The security system must accommodate separate use of the Multi-Purpose Meeting/Program Room and Public Restrooms, and the Computer Lab/Classroom and Staff Restroom during hours that the library is closed.

Fire Management—The building must include an integrated fire-management system. Libraries usually employ one of three broad categories of fire protection systems—wet pipe, dry pipe and preaction systems. Each system has pros and cons, and the decision of which is best for the Library for North Natomas should be discussed with the design team and local fire safety officials. A brief explanation of each system is shown below:

Wet Pipe—systems contain water in the sprinkler pipes. It is perhaps the simplest of the systems, and though it used to cause concern over false alarms and water damage, in recent years it has been known to be highly reliable. In areas prone to subfreezing weather and earthquakes, wet pipe systems should be thoroughly discussed with vendors and fire professionals before selecting a system. Wet pipe systems are relatively low in cost.

Dry Pipe—systems are not filled with water. They contain pressurized air or nitrogen that holds a valve in a closed position. If a fire occurs the heated air/gas escapes, the valve releases, and water then enters the pipes. Dry pipe systems may offer better protection against leaks, but they are more complex to control and maintain, and take up to 60 seconds longer to respond to a fire.

Preaction Sprinkler—systems are like dry pipe systems in that water is not kept in the pipes, but is held in check by an electrically controlled valve called a preaction valve. In order for water to be released, the valve must operate and sprinkler heads must fuse, providing increased protection against accidental sprinkling.

Library Materials Security System—The branch must be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and which does not require staff to bypass the security sensor in items as they are checked out. Preference should be given to Radio-Frequency Identification (RFID) capable systems, and the security area should be wired and cabled accordingly, to accommodate such a system.

The system should have theft security portals that library customers must pass through when exiting the Library. These portals should not have any sort of arm or barrier across them.

It will be important to coordinate planning for the security system with the vendor technical staff during the design phase in order to assure proper placement, wiring and avoidance of electrical interference. Care must be taken not to locate anything metallic or magnetic close to the book theft detection system. If metal studs are used in the building, wood studs should be substituted in the immediate vicinity of the book theft detection system. Computer monitors, HVAC equipment and any other equipment that emits an electro-magnetic signal should also be located away from the system.

8. Access and Americans With Disabilities (ADA)

The Americans with Disabilities Act was signed into legislation in 1990 to prohibit discrimination on the basis of disability in employment, state and local government services, public transportation, public accommodations, commercial facilities and telecommunications. The Library for North Natomas should not only meet all requirements of the ADA, but should also meet the spirit of the law, offering modifications and accommodations that will yield access for disabled library customers and staff that anyone would want/expect for him or herself. People who are either permanently or temporarily disabled will need these accommodations.

Special care should be given to the design of restroom facilities, so that individuals with disabilities can enter and use the facilities without assistance. A focus group of individuals with physical disabilities was conducted during the North Natomas community needs assessment. Participants emphasized their need for special attention to planning accessibility for exterior restroom doors. Consider an electric opener that can be activated from outside the main restroom door, and design the interior to provide privacy for people inside the restroom when the exterior door is open. Alternatively, plan restroom entrances on the “airport model” which uses strategically placed entrance panels to insure privacy rather than doors. This system does not allow locking of an out-of-order restroom.

ADA guidelines should be applied to public access computer workstations, see Interior Considerations Section D above—*Public Access Technology*.

The City of Sacramento ADA Office should be consulted throughout the design and implementation phases of the project to ensure compliance with all city requirements.

9. Heating, Ventilating and Air-Conditioning (HVAC) Systems

HVAC systems in libraries have two functions—to provide a comfortable air environment for library users and staff, and to protect library materials from deterioration. The goal of HVAC systems is to provide adequate fresh air, to filter the air of contaminants, to establish and maintain comfortable building temperature and humidity levels that also preserve library materials, and to accomplish all of these tasks with an energy efficient, easily maintained, and affordable system.

The system should allow for zoning according to space use, room orientation and hours of operation. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units. Areas with a concentration of computing equipment and/or high levels of occupancy need to be planned as separate HVAC zones in order to be comfortable for users and supportive of equipment operating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical systems must be located and treated to control sound and vibration impact on the surrounding environment. Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Guidelines for temperature and humidity in libraries vary somewhat, and are influenced by the type of materials being housed. However, for general library collections and user seating a temperature range of 70degrees F +/- 4 degrees and a humidity range of 35%-65% RH is considered comfortable and effective. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

In rooms or areas where there will be potentially high occupancy, consider installing CO2 sensors so that the mechanical system can “know” when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system.

Insure indoor air quality by meeting all current industry air quality standards and through excellent venting of areas in which airborne particles and odors are generated—e.g. photocopy centers, restrooms, kitchens, etc.

When selecting an HVAC system, specify equipment with the highest energy efficiency ratings appropriate to the system, and ensure that replacement parts are available from local/regional suppliers. Programmable thermostats should be included in the building's HVAC specifications.

10. Acoustics

A wide range of activities, from quiet study areas to children's programming, will need to be accommodated in the new Library for North Natomas. The design team must use all techniques available to provide effective acoustical separation between the various areas of the library so that all age groups and types of users can use the library without unduly disturbing one another. In some cases the acoustical separation of activities can be accomplished with separate rooms—e.g. Teen Area, Study/Tutoring Rooms, the Quiet Reading/Study Room, the Computer Lab/Classroom and the Multi-Purpose Meeting/Program Room. In other areas, the thoughtful layout and zoning of spaces and systems, and careful adherence to adjacency requirements will assist with acoustical management.

Throughout the building employ construction techniques, building materials, ceiling heights, building finishes and furnishings, etc. to assist in sound control and sound enhancement.

11. Amenities

Art and Display—The Library at North Natomas will need to have generous space for rotating displays of art and other exhibits of interest to students and the entire community. This space should provide an ambience that is community building, a place where library visitors feel encouraged to stop and chat about exhibits and other interests. It should be located near the public entrance for maximum enjoyment and exposure.

Any permanent art pieces selected for the branch library should not take up an undue amount of floor space that might be dedicated to other library activities, and should not block paths of travel. Art installations must be safe, without sharp edges or other potentially hazardous qualities, should not require seismic bracing, and should not require significant maintenance.

Clocks—Include wall-mounted clocks in all major public areas, in Staff Workspace and in all separate rooms—Multi-Purpose Meeting/Program Room, Study/Tutoring Rooms, Quiet Study Room, and Computer Lab/Classroom. A low maintenance, centrally controlled, electronic analog clock system is preferred. If a central system is selected, it will need to be coordinated with the electrical plans for the building.

Drinking Fountains—Install a bi-level, ADA compliant public drinking fountain outside library security, adjacent to the Public Restrooms and available to people using the Multi-Purpose Meeting/Program Room. This feature is likely to be very popular with young children.

Public Address System—Include a public address system in the branch library for staff announcements regarding closing, emergencies, paging, etc. The PA system should be able to be heard in all areas of the library including restrooms, storage rooms, loading dock, custodial spaces and staff offices/workrooms, but it must also have broadcast capability, allowing

messages to be blocked from certain spaces, as needed (such as in the Multi-Purpose Meeting/Program Room during programs). Microphone input should be provided at the circulation desk and linked to the phone system so that announcements can be made from any staff phone, and speakers should be located throughout the library.

Restrooms—Public Restrooms must be easy to find, well-marked, and accessible to people using the Multi-Purpose Meeting/Program Room after hours. Do not include single-occupancy restrooms for the public.

Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically for ease of wheelchair access.

Provide excellent acoustical separation of restrooms from other occupied areas of the building, and install high-quality exhaust systems.

Environmentally sound, efficient fixtures, such as sensor faucets and soap dispensers, etc. should be specified; and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface, such as tile, with the walls covered to a height of at least five feet. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib. Include an adjacent custodial closet with a mop sink and floor drain.

Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent). Toilets should be low-flush and sinks should have timed shut-off of water flow.

Signage & Wayfinding—Good design should provide a facility that can be navigated by the average user without an abundance of signs.

The library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of architectural elements, interior design elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember, and communicate directions to others.

Major directional and identification signs, such as signs used to identify service desks, can be anticipated based on final design plans. However, it is difficult to anticipate precisely what signs will be needed until the building is occupied. Therefore it is recommended that major, known signs be ordered prior to occupying the building, and that a supplemental sign order be placed after several months of building occupancy when needs are better understood.

Select a sign system that is coordinated with the interior design plan of the Library. Signs should be easy to install and should be integrated with space planning as far as possible. Selection of signage materials and style should insure flexibility, ease of replacement as situations/needs change, ease of

installation, affordability and future availability. Select symbols and terminology that users have become accustomed to in other public places—use international symbols for restrooms and other common signs. Avoid jargon—e.g. the word “checkout” is clearer to the average user than is “circulation”.

To meet ADA requirements for signs, employ the following guidelines:

- Signs must have a width-to-height ratio between 3:5 and 1:1 for letters and numbers.
- Letters and numbers are required to have a stroke width-to-height ratio between 1:5 and 1:10
- Overhead signs must be placed a minimum of 89” above the floor and must have letters and numbers at least 3” high
- Permanent signs for rooms and spaces that are installed on a wall next to a door must be mounted on the latch side of the door, 60” above the floor to the center line of the signs. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.
- If pictograms are used, the verbal equivalent must be placed directly below the symbol
- Sign characters must contrast light-dark or dark-light with the sign background

Because the Library for North Natomas will serve a diverse clientele, consideration should be given to how best to use multiple languages in the signage package. While it will likely be impractical and “busy” to include Spanish, the most common non-English language spoken in North Natomas, on all signs, it will be important to consider key, welcoming signs in multiple languages.

Telephones—An integrated telephone system is required, with handsets at all staff workstations, both public and back-of-the-house. Include a mobile handset capability throughout the building and the capacity to add “hands-free” cordless headsets for staff should be provided. Provide phone jacks in the Multi-purpose Meeting/Program Room and the Computer Lab/Classroom.

The telephone system must support conference calling and automated attendant functions.

Do not install a public pay phone.

12. Public Service Desks

The branch’s two service desks, Circulation and Information, will be the hubs of the Library. The service desks must also function as home base for wireless-equipped roving staff. Both desks must be placed prominently and logically in the building so that library users can see and reach them easily and so that library staff can maintain visual contact with users, and visual control of the building. Staff at the two desks must be able to see one another so that they

can refer customers between the two services. Each staff position at the desks is allotted 60-65 square feet of space, which includes circulation space and basic furnishings and equipment for the staff member. All staff workstations at the public service desks must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The Circulation Service Desk will have three staff positions, each provided with a tall adjustable stool on casters so that the staff member can stand or sit while working, as she/he prefers. Counter height should be at standing height, approximately 36"-39". Circulation staff is on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. The design of the Circulation Desk should discourage library users from moving to the staff side of the desk, but it must not be monolithic. Staff will need to be able to move quickly and easily from behind the desk to assist customers and to respond to materials security system alarms, so the design must include conveniently located openings. One segment of the Circulation Desk must accommodate staff and/or patrons in wheelchairs.

The Reference/Information/Youth Service Desk will have three staff positions—two will be traditional desk positions and the third will be a roving staff position planned as a proactive reference position. The roving position will have a smaller amount of “home” space at the service desk, because she/he will be away from the desk, working with the public in stacks, seating and computing areas most of the time. This service desk will be at sitting height, approximately 29". One “arm” of the desk should be located so that the staff member stationed there can logically and easily concentrate on providing services to the children’s area of the library. The design of the Information Service Desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic—staff here will be up and down constantly, assisting library users, so the desk will need to have openings that allow staff to move quickly and easily from behind the desk. Seated positions at the Information Service Desk should be planned with sufficient knee space and maneuvering space so that they can accommodate staff and/or users in wheelchairs.

Design and equip each service desk as follows:

- Resilient flooring that allows task chairs on casters to move easily
- Counter tops that are deep enough to accommodate a computer monitor and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30")
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring
- Toe space at the base of the desk on the customer side for comfort

- Storage space, drawers, knee-holes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the desks are selected or designed
- ADA accessibility

13. Shelving

Shelving for the library's collections, unless noted otherwise, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves plus a base shelf), 78" (slanted magazine shelving), 66" (maximum of 4 shelves plus a base shelf), or 42" (maximum 2 shelves plus a base shelf). Any exceptions to these heights are noted in the program. All 42" and 66" shelf units should include canopy tops. All public area shelving should include stack end panels with sign/label holders at each end, kick plates and top plates, with a slatwall attachment capability for stack ends. Any specialty shelving and/or shelving accessories must be integrated with the overall shelving system. Bookends or shelf dividers must accommodate various sizes of materials and must be able to slide easily and hold firmly. Shelves must have a rear edge backstop to prevent items from falling behind/between shelves.

Standard shelf depth will be 8" or 10" with 12" bases. Variations to this depth include reference shelving for adults and children at 12" depth and picture books for children at 12" depth. Bases for these deeper shelves will show a corresponding increase in depth.

The total amount of shelving programmed, as outlined in *Appendix B: Library for North Natomas Collections and Shelving*, is intended to house collection growth over the coming twenty years.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges. In staff access spaces, 36"-42" aisles are sufficient. Any changes to code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6-8 sections each are preferred, with a transverse aisle break of 42"-60" to separate ganged sections. Ranges should be laid-out in groupings that are logical to the first time user, so that a systematic stack range numbering system can be employed, to allow a logical

flow in the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

When shelving specifications are developed, they should include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, and type of bracing. Vendor bids should include an explanation of vendor responsibility for inspection of shipments, installation, shipping debris removal, guarantee parameters, and length of time price quotes remain valid.

For a description of all shelving types for the project, see *Appendix C: Library for North Natomas Programmed Shelving Types*.

14. Staff Workspaces

Staff workspace must be highly flexible to accommodate upgrades and advances in technology and changes in staffing levels and assignments. Installation of a raised flooring system in the Library for North Natomas staff areas will allow for these changes over the coming decades. Staff furnishings must be flexible enough to comfortably accommodate more than one staff member during the course of a normal workday, and also accommodate staff turnover through the coming years.

The Branch Library will have two private offices and two shared offices.

Private Offices:

- Branch Manager's Office
- Circulation Supervisor's Office

Shared Offices:

- Library Media Teacher & Young Adult Librarian
- Technology Technician & Youth Services (Children's) Librarian

All other back-of-house work will be accomplished in an open, office landscape style shared workspace. Library Assistants, who will spend much of their work time at the Circulation Service Desk, will share modular workstations here for non-public tasks. Library volunteers and student assistants will also share modular stations. Each module will include a computer workstation, a telephone handset and other task specific equipment.

Each workstation must meet ergonomic standards and include an ergonomically certified, adjustable task chair. The work surface itself should also be height adjustable. Include task lighting and employ wire management/concealment strategies in the office module units.

Office landscape modules in the shared workroom should be arranged to make efficient use of the overall space. Consider traffic patterns and anticipated usage patterns for shared spaces and equipment—shelving, book trucks, work counters/islands, sink, printer, etc.

IV. Library for North Natomas Library Spatial Relationships

The Library for North Natomas should “run itself” as much as possible, and the strength of the design work that allows for this quality depends heavily on the relationships of spaces to one another. The relationship between zones and individual spaces in the library will have significant impact on building functionality, and will be key to a positive experience for both library users and library staff.

From public comments heard repeatedly in focus groups, surveys, and interviews stressed that spaces should be zoned by activity, grouping high traffic, noisier functions and also grouping quieter, more contemplative spaces. Staff must have visual control of the public areas of the facility, so some areas that require acoustical zoning may need glazing to accomplish both zoning and visual control.

Spaces for children and their families should be expected to be noisy and active and should be zoned away from areas intended for adults. To encourage use, young adult or teen spaces should be more closely affiliated with adult spaces than with children’s spaces.

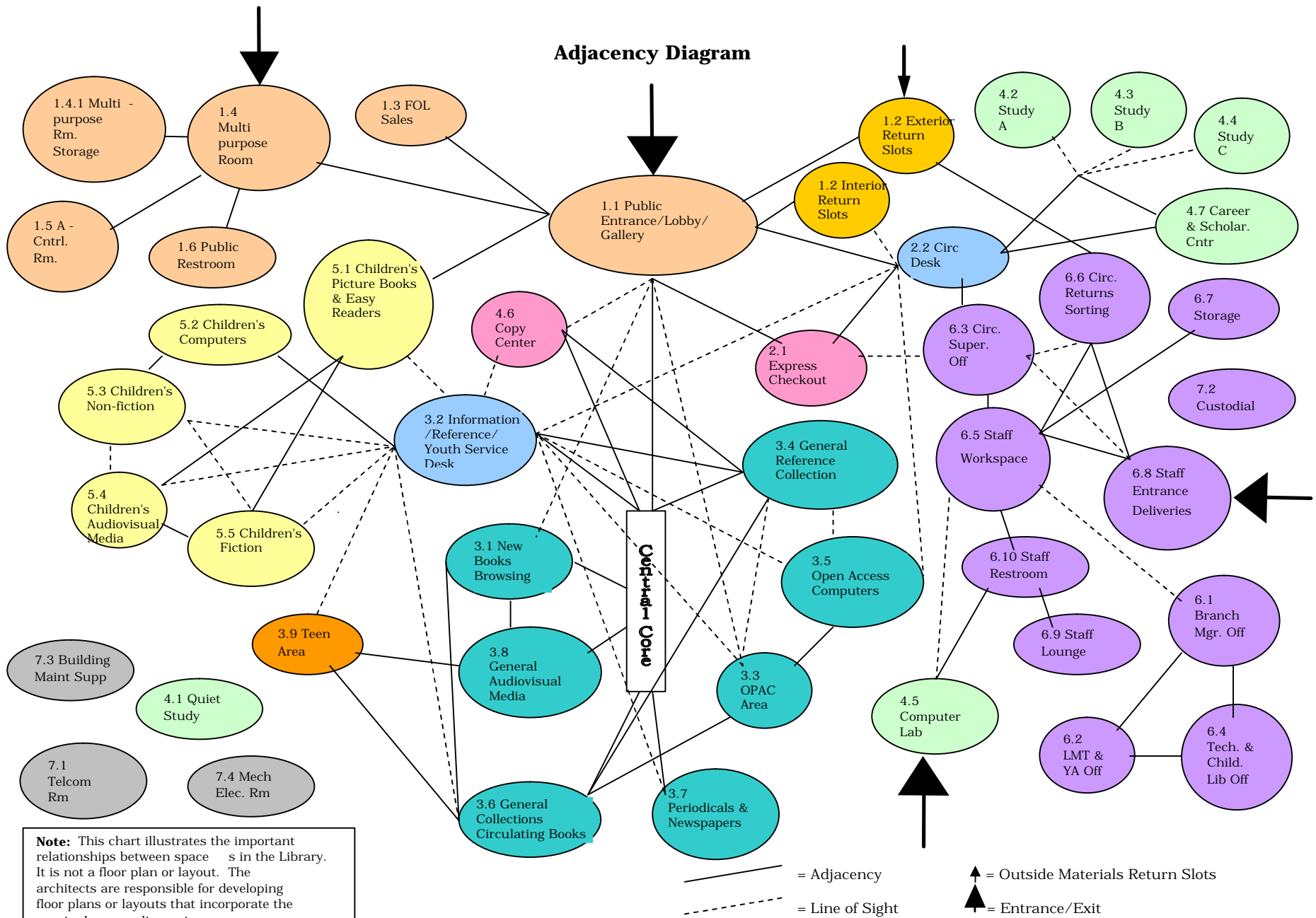
The library is meant to serve everyone in the community—children, teens, seniors, families, students and groups of various sizes. It is a design goal that activities and services to meet the needs of all of these users can take place efficiently and simultaneously, without unduly impacting one another.

In order to achieve this goal, designers must incorporate the adjacencies and lines of sight shown in the following chart, which illustrates important design adjacencies for the library. This chart is not a floor plan or layout. The architects are responsible for developing floor plans and layouts that incorporate these required space adjacencies.

In addition to the spatial relationship chart that follows, each space description in Section VII of the building program will further explain spatial relationships at the following levels:

- **Adjacencies:** The function of these spaces is closely related and requires direct adjacency.
- **Sight Lines:** The function of these spaces calls for a visual connection/control and requires a line of sight.
- **Proximate:** The function of these spaces has a more distant relationship, but if the architect is able to do so, the design should ideally incorporate the relationship within proximate distance.

Adjacency Diagram



Note: This chart illustrates the important relationships between spaces in the Library. It is not a floor plan or layout. The architects are responsible for developing floor plans or layouts that incorporate the required space adjacencies.

Note - Spaces not drawn to scale

The City of Sacramento - the Library for North Natomas - Adjacency Diagram

V. Library for North Natomas Spaces Summary

Space	Square Feet
1.1 Public Entrance/Lobby/Gallery/Community Information	1,814
1.2 Materials Return Slots	72
1.3 Friends of the Library Sales Area	162
1.4 Multi-purpose Meeting/Program Room	1,021
1.4.1 Multi-purpose Meeting/Program Room Storage	127
1.5 A-V Control Room	78
1.6 Public Restrooms	in GSF
2.1 Express Checkout	252
2.2 Circulation Service Desk	343
3.1 New Books Browsing	396
3.2 Information/Reference/Youth Service Desk	314
3.3 Central OPAC Area	252
3.4 Reference Collection	940
3.5 Open Access Computers	768
3.6 General Collections, Circulating Books	3,727
3.7 Periodicals & Newspapers	657
3.8 General Audiovisual Media	294
3.9 Teen Area	783
4.1 Quiet Reading/Study Area	352
4.2 Study/Tutoring Room A	60
4.3 Study/Tutoring Room B	60
4.4 Study/Tutoring Room C	60
4.5 Computer Lab & Classroom	1,098
4.6 Copy Center	140
4.7 Career & Scholarship Center	146
5.1 Children's Picture books & Easy Readers	638
5.2 Open Access Computers for Children	347
5.3 Children's Non-fiction Books	1,215
5.4 Children's Audiovisual Media Collection	225
5.5 Children's Fiction	447
6.1 Branch Manager's Office	130
6.2 Library Media Teacher & Young Adult Librarian Shared office	172
6.3 Circulation Supervisor's Office	97
6.4 Youth Services (Children's) Lib. & Tech. Tech. Shared Office	174
6.5 Staff Workspace	458
6.6 Returns & Sorting	191
6.7 Supplies & Equipment Storage	66
6.8 Staff/Mail/Deliveries Entrance	65
6.9 Staff Lounge	266
6.10 Staff Restroom, single occupancy, unisex	in GSF
7.1 Telecommunications/Server Room	in GSF
7.2 Custodial Closet & Supplies	in GSF
7.3 Mechanical/electrical Rooms	in GSF
Total Assignable Square Feet (Note: due to rounding this appears to add to 18,407)	18,409
Total GSF @ 80% net-to-gross	23,011

VI. Square Footage Conversion Factors Table

Item	Conversion Factor
Shelving:	
Shelving, single-sided section, 3' wide	10.30 SF/section
Shelving, reference materials & children's picture books, single-sided section, 3' wide	11.25 SF/section
Volumes per Linear Foot:	
Books, adult, new – displayed face out	2 volumes/Linear Foot
Books, adult, fiction	8 volumes/Linear Foot
Books, adult, nonfiction	10 volumes/Linear Foot
Books, adult reference	6 volumes/Linear Foot
Books, international languages	10 volumes/Linear Foot
Books, large print	8 volumes/Linear Foot
Books, paperback, on spinners inset into standard shelving	16 volumes/Linear Foot
Books, graphic novels	16 volumes/Linear Foot
Books, children's reference	8 volumes/Linear Foot
Books, children's new and display	8 volumes/Linear Foot
Books, children's fiction and nonfiction	13 volumes/Linear Foot
Books, children's picture & easy readers	20 volumes/Linear Foot
Books, children's international languages	15 volumes/Linear Foot
Videos	10 volumes/Linear Foot
DVDs, CDs, cassettes in A-V browse bins	30 volumes/Linear Foot
Adult audiobooks	10 volumes/Linear Foot
New format A-V	20 volumes/Linear Foot
Children's audiobooks, A-V kits (hanging)	12 volumes/Linear Foot
Magazines, current display	1 title/Linear Foot
Magazines, backfiles, in pamphlet boxes	2.5 boxes/Linear Foot
Newspapers, current display	1 title/Linear Foot
Reader Seating:	
@ 4-place table, rectangular	25 SF/seat
@ 4-place table, children's round	16 SF/seat
@ 2-place table	22 SF/seat
@ study carrel	30 SF & 32 SF/unit
@ lounge chair	35 SF/seat
@ lounge chair, 2-place	40 SF/seat
Meeting Room Seating	13 SF/seat

Item	Conversion Factor
Equipment:	
Public access computer, flat screen, sit-down, 1 seat	30 SF/workstation
Public access computer, flat screen, sit-down, 2 seats	40 SF/workstation
Restricted access public computer, flat screen, sit-down, 1 seat	28 SF/workstation
Public access computer, flat screen, stand-up	16 SF/workstation
Printer, networked	12 SF/scanner
Scanner, networked	12 SF/scanner
Photocopier	40 SF/copier
Self check-out station	45 SF/station
Microform reader/printer	35 SF/machine
Staff office system workstations, 5'x6' + circ 25%	38 SF/workstation

VII. Space Descriptions

1.1 Public Entrance/Lobby/Gallery/Community Information 1,814 sq. ft.

Functional Space Summary: As the heart of the North Natomas Town Center Education Complex, the Branch Library will function as a community commons—a place where the community will meet and interact. To facilitate this function, the Branch will include an expansive public entry/lobby/gallery containing exhibit and gathering space. This space will play an important part in this library achieving its Plan of Service goal to function as a Community Center and Information Commons.

Exhibits, Displays, and art, two-dimensional, three-dimensional, and electronic, will be displayed here and lounge seats will be available for casual reading and gathering in this interesting and spacious area that will serve as an important, functional, transition space between the interior of the library and the surrounding educational, civic, recreational, and commercial facilities.

This public entrance/lobby/gallery will also function as a protected waiting area for visitors waiting for rides. Further it should be arranged so that groups may use it separately or in conjunction with the multi-purpose/program room when the library is closed.

In the future this space may also function as a “café” space allowing the library to provide an attractive space, outside the security gates with durable and easily cleaned seating and floors in which patrons could enjoy coffee, refreshments, and light snacks from a refreshment kiosk or cart operated by the Friends of the Library or the Library itself.

To support the use of patron provided personal technology devices such as laptop computers and PDA's, wireless access should be provided throughout this space and materials should be carefully selected to avoid any potential transmission interference.

The entrance to the Branch should be well lighted and welcoming, with automatic doors for easy opening by people of all ages and abilities. Trash receptacles should be located on the outside of the lobby entrance. The lobby should provide access to the Public Restrooms, and the Multi-purpose Meeting/Program Room allowing community groups using the facility after hours to have use of these combined spaces.

Public Restrooms and the Multi-purpose Meeting/Program Room must be independent of the Library's other spaces and outside the materials theft security systems, so that these areas can be used without compromising library security during and after open library hours.

The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes before they enter the Library proper.

1.1 Public Entrance/Lobby/Gallery/Community Information (Continued)

One pair of material theft security gates is needed at the entry from the lobby to the interior of the library. These must be located to provide easy access for staff at the Circulation Service Desk to quickly meet/intercept patrons who have set off the alarm as they exit. These should be 3M™ type gates, without barrier arms or horizontal cross pieces.

Spatial Relationships and Visual Control: The main library entrance should be obvious to visitors arriving from the parking lot or walkways. The lobby location must allow access to restrooms and to the Multi-purpose Meeting/Program Room without needing to pass into the library proper. The Friends of the Library Sale Area should be adjacent to this space. The entry to the library proper should have adjacencies with the Express Checkout area, the Circulation Service Desk and the Children's Picture Book and Easy Reader area.

Adjacencies:

- 1.2 Materials Return Slots (interior and exterior)
- 1.3 Friends of the Library Sales Area
- 1.4 Multi-purpose Meeting/Program Room
- 2.1 Express Check-out
- 2.2 Circulation Service Desk
- 5.1 Children's Picture Books & Easy Readers

Sight Lines To:

- Library Parking and Walkways
- 3.3 Central OPAC area
- 3.6 New Books
- 4.6 Copy Center

Proximate: None

Occupancy: Public, 20-200 standing, conversing and viewing gallery displays or seated in lounge chairs

Access: Doors at the main entrance should be automatic sliding or similar type doors for easy opening by people of all ages and abilities. Access to Public Restrooms and the Multi-purpose Meeting/Program Room must be independent of the library's other spaces so that library security is not compromised after hours.

Acoustics: Activity in the lobby and gallery, such as conversations, materials being returned through return slots, etc. can be amplified by the hard flooring that is generally used here. Sound insulation should be employed to reduce transmission of noise from the lobby and gallery to the library proper.

Collections: A rotating collection of community information fliers, newspapers, forms and brochures will be available here, shelved in a floor display unit and in hanging bins on slatwall hung above the display unit.

Public Entrance/Lobby/Gallery/Community Information (Continued)

Fenestration and Daylighting: The lobby and gallery is a transitional area from outside to inside so it should provide the shelter of interior space and a daylight connection with the exterior. The lobby/gallery design should include generous fenestration in fixed glazing and in the entry doors. Expanses of glass in exterior walls should be planned with overhangs to control glare and heat gain. The opening between the lobby and the library proper should be generous and open to facilitate sight lines from the Circulation Service Desk.

Finishes: High traffic volume will require unusually durable floor and wall finishes in the lobby/gallery area. The gallery component of the space suggests that it should be somewhat upscale. Walls will require tackable coverings 1.1

and/or an attractive hanging system for 2-D art. The lobby floor should be a hard, non-slip surface. At the entrance include floor grates or mats for dirt and debris removal from visitor's shoes. Wall and floor finishes should not require special cleaning routines and they must be able to stand up to repeated cleaning. All lobby and gallery finishes must be vandal resistant.

Flexibility and Expandability: Considerable space is planned for the lobby and gallery, so there is potential, in coming years, for the space to evolve to meet changing needs. The space is large enough to be used for a variety of library and community sponsored displays and events. Therefore, wireless access throughout the space, and generous power and communications outlets should be located in the lobby to allow for flexibility of use.

HVAC: Due to frequent opening of doors, temperatures will fluctuate in the lobby/gallery. To promote energy efficiency, the HVAC system should be programmed to allow for this variation of temperature and humidity in the lobby.

Lighting, Artificial: The entrance and general lobby spaces should be adequately lit for safety and security and to support viewing of handouts and notices—15-25 foot-candles average. Use accent lighting for gallery art display areas, to include dimming track lights and wall washers for 2-D art and low-heat lights inside display cabinets. Lighting controls for the general lobby area and the gallery should be independent of one another and switching should be in a secure, non-public location. In addition to localized switching, lights here, and throughout the building, should all be controlled from a central light panel.

Plumbing: If elevated walk-off grates are used at the entrance, they should include a floor drain underneath the grates.

Seating: Seating will be at 14 lounge seats.

Security: The lobby entrance/exit to the library proper should include a pair of materials theft security portals. These portals will sound an alarm if users pass through them before materials have been desensitized during checkout. The theft security system must be compatible with Express Checkout equipment and with RFID technology for future flexibility.

1.1 Public Entrance/Lobby/Gallery/Community Information (Continued)

Access to Public Restrooms and the Multi-purpose Meeting/Program Room must be independent of the library's other spaces so that library security is not compromised after hours.

Signage: An exterior sign with the name of the library will act as a "signature" and needs to be located prominently on the exterior of the building. It should be clearly visible to vehicles and pedestrians both day and night.

The public entrances will require an OPEN/CLOSED sign that is easily visible from the street at all times of the day/night. An hours sign, which is simply manipulated/programmed by staff will be required at the main entrance and should be easily read from some distance. From the interior of the library, fire and safety signage will be required at all exits.

A wall-mounted building directory will be located here to assist public, school and college visitors to locate the services they require.

The Building Dedication Plaque will be included here, and donor appreciation signs/plaques may be included here.

Technology/Power/Audiovisual: Visitors will use this large and inviting space for a variety of library and community sponsored displays and events. It must support changing exhibits and displays that will engage and transition visitors as they move into the library itself. To accommodate use of portable computers for event registration/reception, portable microphone and lectern, and possibly video and electronic art installations, provide 8-10 standard duplex communications outlets (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here. Outlets can be mounted 15" above the finished floor or in recessed floor boxes.

To support the use of patron provided personal technology devices such as laptop computers and PDA's, wireless access should be provided throughout this space and materials should be carefully selected to avoid any potential transmission interference.

The lobby will include theft security portals installed between the lobby and the library proper. Planning for the portals must be coordinated with the vendor's technical staff to assure proper placement, wiring and avoidance of electrical interference with computers or other electro-magnetic equipment. Care must be taken not to locate anything metallic or magnetic close to the materials theft detection system. The exact required distance from metallic/magnetic materials should be confirmed with vendor technical staff during design.

Provide tamper-proof, grounded electrical outlets to meet general power needs.

The library's public address system should be audible in the lobby/gallery.

1.1 Public Entrance/Lobby/Gallery/Community Information (Continued)

Components and Furnishings:

Public Entrance/Lobby/Gallery/ Community Information	Quantity	Item	SF/Item	Total SF
wireless access	1.0	n.a.	n.a.	n.a.
theft security gates	1.0	pair	24.00	24
circulation space & gallery for hanging art	1.0	space	1,190.00	1,190
display unit for community information and giveaway brochures, w/ slatwall above for hanging bins	1.0	info. center	10.00	10
slatwall above display unit, at least 50 sq. ft.	1.0	slatwall	n.a.	n.a.
bin, display, acrylic to hang on slatwall	30.0	bin	n.a.	n.a.
cabinets, display, free-standing, lockable	2.0	display	50.00	100
chair, lounge, public	14.0	chair	35.00	490
building directory, wall mounted	1.0	directory	n.a.	n.a.
board, bulletin	2.0	board	n.a.	n.a.
clock, wall, battery powered	2.0	clock	n.a.	n.a.
floor mats	TBD	mat	n.a.	n.a.
Total				1,814.0

1.2 Material Return Slots

72 sq. ft.

Functional Space Summary: The Branch Library needs two places, one inside and one outside, where visitors can return the books and other materials they have borrowed. Each return area will include three return slots—one for books, one for children’s books and one for audiovisual materials. This will allow for patron presorting of materials into categories for increased efficiency in the returns process.

The exterior return slots must be mounted at a convenient location on a highly visible face of the building, near the main entrance. These return slots must be accessible to the public 24 hours per day. The exterior return slots must deposit on the inside of the Branch, into an enclosed, fire-rated room.

The interior return station should be inside the Branch Library located along the path of travel into the Library proper. Ideally this return area would also deposit materials into the Returns & Sorting area, but this should not compromise the design of the public space. Alternatively the Interior return station can deposit into a cabinet containing rolling bins. This return area should also contain three return slots for presorting of materials by patrons.

Depressible book bins on casters will be placed under the slanted opening of each return slot, to catch the returned materials.

Spatial Relationships and Visual Control: Materials Return Slots must be conveniently located so that library visitors can return materials either at a prominent exterior wall of the building or as they pass from the library lobby area into the library proper, or both. The exterior return slots must have an adjacency with the Returns & Sorting area.

For the convenience of library visitors, an adjacency is needed between the interior return slots and the Public Entrance/Lobby/Gallery/Community Information area.

Adjacencies: 1.1 Public Entrance/Lobby/Gallery (interior return slots)
6.6 Returns & Sorting (exterior return slots)

Sightlines: Front of Library Building (exterior return slots)
2.2 Circulation Service Desk (interior return slots)

Proximate: 6.6 Returns & Sorting (interior slots)

Occupancy: public, 0-6 standing at return slots

Access: Return slots must be conveniently located so that library visitors can easily find them either on a prominent exterior wall of the building or as they pass through the library lobby area. The height of the slots must accommodate adults, children and individuals in wheel chairs.

1.2 Material Return Slots (continued)

Acoustics: Materials dropping through return slots into bins can be noisy and potentially distracting for both staff and users. Sound insulation should be employed to reduce transmission of noise from the Return Slots to the library proper.

Collections: None

Finishes: Walls surrounding return slots will be subjected to stress from constant banging and slamming of the slot flap, and should be structurally reinforced to hold up to this level of use. Walls surrounding return slots require frequent cleaning due to constant use, so finishes around both exterior and interior slots should be durable, washable and easy to renew. The steel slots, in whatever finish is preferred, should be purchased from an established vendor.

Flexibility and Expandability: At a future date, if the library chooses to use RFID technology for automated materials returns, manual return slots can be replaced with an automatic, conveyor-belt-type slot or other device yet to be developed. Consequently, space for the return slots and the associated Returns & Sorting Area should be sufficiently sized to support an automated system, and empty conduit and j-boxes should be placed in the walls during construction. Planners should consult the vendor's technical representative, TechLogic [™] or equivalent, for recommended conduit and J-box layout to support an automated materials handling system if it is desired at a future date.

HVAC: N/A

Lighting, Artificial: Exterior return slots should be well-lighted for the convenience and safety of library patrons.

Plumbing: None

Seating: None

Security: All return slots should have an optional locking mechanism.

In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will be required at the point of building entry for the exterior return slots.

Signage: As part of a uniform, flexible, easily updated signage system, each return slot should have signage that simply and clearly indicates what materials are to be returned here—i.e. books, children's, media. In the case of exterior slots, lighting will need to illuminate the signage. Signage at the return slots should include Grade 2 Braille.

1.2 Material Return Slots (continued)

Technology/Power/Audiovisual: At a future date, if the library chooses to use RFID technology for automated materials returns, manual return slots will be replaced with an automatic, conveyor-belt-type slot or other device yet to be developed. Consequently, in the Return Slots area and the associated Returns & Sorting area, empty conduit and j-boxes should be placed in the walls during construction. Planners should consult the vendor's technical representative, TechLogic™ or equivalent, for recommended conduit and J-box layout to support an automated materials handling system at a future date.

Components and Furnishings:

Materials Return Slots	Quantity	Item	SF/Item	Total SF
return slot, exterior, manual, lockable, set horizontally in exterior wall	3.0	slot	n.a.	n.a.
return cabinet with 3 slots, interior, manual, lockable	1.0	cabinet	36.00	36
bin, return, depressible, on casters to be placed in cabinet under return slot	3.0	bin	n.a.	n.a.
queuing space	6.0	people	6.00	36
Total				72.0

1.3 Friends of the Library Sales Area

162 sq ft.

Functional Space Summary: Currently, members of the *Friends* who live in North Natomas meet and work with the *South Natomas Friends Affiliate*. When the new Branch Library is completed, a North Natomas Affiliate will be formed to provide a variety of services to the Branch, to include a small merchandising outlet and possibly the sales of coffee and refreshments via a kiosk or cart.

Spatial Relationships and Visual Control: The Friends of the Library Sales Area should be separate from the library proper, yet highly accessible. The sales area should be adjacent to the main Public Entrance to increase marketing for this retail space and also to allow donations to be dropped off. Placing the Friends of the Library Sale Area adjacent to the public entrance/lobby/gallery space will facilitate the potential future use of the space for the sale of coffee and refreshments in this area for consumption in the lobby/gallery space.

Library patrons will drop off donations at this location, so to the extent that design allows, it should be proximate to library parking.

Adjacencies: 1.1 Public Entrance/Lobby/Gallery/Community Info.

Sight Lines To: None

Proximate: Library Parking

Occupancy: public, 1-6 browsing merchandise

Access: Adequate space should be provided to facilitate browsing by people of all abilities. If the sales area is a separate room, the main doorway should be at least 36" wide and should have a threshold that is flush with the floor to allow easy access by people in wheelchairs.

Acoustics: Sound transference is not expected to be a significant issue.

Collections: Donations and library discards shelved on 66" high shelves. Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

1.3 Friends of the Library Sales Area (continued)

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area, and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Seating: one staff task stool at sales counter

Security: A secure cash register will be located here.

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users find/identify the Friends of the Library Sales Area. Overhead signage, if used, must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Identification and purpose signage must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

1.3 Friends of the Library Sales Area (continued)

Technology/Power/Audiovisual: To support the cash register and the computer - used for inventory management, ordering, volunteer scheduling, and on-line sales of more valuable donations, provide one standard quad communications outlet (two voice and two data) co-located with associated power at the sales counter computer.

Provide a telephone service outlet at the sales counter.

Provide standard, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface or wall-mounted at 15" above the finished floor.

Components and Furnishings:

Friends of the Library Sales Area	Quantity	Item	SF/Item	Total SF
counter, sales, 4'Lx3'D + circulation, w/ 1 position standing height	1.0	counter	60.00	60
stool, task, staff (sq. ft. included w/ counter)	1.0	stool	n.a.	n.a.
computer, flat screen, staff (sq. ft. included w/ counter)	1.0	computer	n.a.	n.a.
cash register (sq. ft. included w/ counter)	1.0	cash register	n.a.	n.a.
telephone handset	1.0	telephone	n.a.	n.a.
shelving, 66", for sale books	8.0	section	10.30	82
storage space behind sales counter	1.0	storage	20.00	20
clock, wall, battery powered	2.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
Total				162

1.4 Multi-purpose Meeting/Program Room

1,021 sq. ft.

Functional Space Summary: The Branch Library will include space for programs and meetings sponsored by the Library, and by the community. The room should be located so as to be convenient to adults, children and teens visiting the Branch, and also accessible to community users, both during and after library operating hours. This multi-purpose meeting/program room plays an important role in fulfilling the Plan of Service and meeting community needs by providing technology and space to support community meetings, library programming, and training and instruction for formal curriculum for students and lifelong learning for adults and seniors.

Regular children's story time programs will be held here. It is expected that children will sit on the floor on low-loft cushions. Cushions will be stored on shelving in the adjacent storage room.

This space needs to comfortably accommodate audiences of up to 75 people when chairs are arranged auditorium-style. The public entrance to the room should be located so that participants may enter and leave the Multi-purpose Meeting/Program Room through the lobby, outside of security, even when the Branch Library is closed.

It is expected that the community may use this space for informal as well as more formal events, and so may need to move smoothly from an auditorium-style set-up to tables and chairs to facilitate discussions, hands-on programs and other interactive activities. It is important then that chairs and folding tables for this room be light, sturdy and easy to move and reconfigure.

The room will have wireless network access and a mobile 20 station wireless notebook computer lab. This computer lab will be provided via a mobile charging/storage cart to be stored in the adjacent A/V control room. This equipment will provide for small group technology training or use in a flexible arrangement to facilitate a variety of use modes.

The room will also be equipped to provide technology-based teaching space equipped to receive and to broadcast class instruction—with video conferencing to provide interactive two-way video, two-way audio, and two-way data capabilities. Locally enrolled students, independent learners and professional groups will use this space to attend classes, workshops and seminars, and similar groups in remote locations will have reciprocal access.

The adjacent Audiovisual Control Room will house equipment to support the room's distance learning activities.

The room needs a movable lectern, a white board, and some tackable wall surfaces. The space needs to provide a good line of sight for all program attendees with no obstructions to limit visibility from any part of the room.

1.4 Multi-purpose Meeting/Program Room (continued)

An enclosable refreshment preparation area is required, with a microwave oven, work counter and lockable cabinets above and below, as well as a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn.

The floor should be carpeted in all areas except the area closest to the refreshment preparation space. That area needs hard, non-slip flooring.

A lockable, adjacent storage room is required to serve the needs of the Multi-purpose Meeting/Program Room.

An adjacent audiovisual control room will serve the A-V needs of this room.

Spatial Relationships and Visual Control: The Multi-Purpose Meeting/Program Room should be accessible from the main library entrance without passing into the library proper.

The room must be adjacent to Public Restrooms and the Public Entrance/Lobby/Gallery, as occupants in the space may require access to those facilities both during and after library hours. For functional room support reasons, the Multi-purpose Meeting/Program Room must be adjacent to the A-V Control Room and to the Multi-purpose Meeting/Program Room Storage.

For security purposes, the doorway that will be used for after hours exit should be proximate to library parking.

Adjacencies:

1.1	Public Entrance/Lobby/Gallery/Community Info.
1.4.1	Multi-purpose Meeting/Program Room Storage
1.5	A-V Control Room
1.6	Public Restrooms

Sight Lines To: None

Proximate: Library Parking

Occupancy: public, 75 with chairs arranged auditorium style. The room may also be arranged for smaller groups with seating at folding tables stored in the adjacent storage area.

Access: Access to the Multi-purpose Meeting/Program Room, and Public Restrooms, must be independent of the library's other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the room. People in the room must be able to safely and conveniently exit the building without entering the library proper. Children and students should be able to access the room from within the library, from a secondary entrance located within sight of the children's area.

Doorways into the room must be wide enough for wheelchairs to pass through easily, at least 36", and thresholds should be flush with the floor. When stacking chairs are arranged auditorium style, side aisles must be large enough to accommodate wheelchairs, at least 36".

Acoustics: Sound insulation should be employed to reduce transmission of noise from this space to the library proper and to avoid "echo" problems in the room itself.

Loudspeakers for sound associated with the projection system should be located as close as possible to the projection screen. In a program room of this size a speech reinforcement system is sometimes necessary to amplify the speaker's voice so that the entire audience can hear. If this is needed, it will require a second sound system in addition to the loudspeaker system associated with image projection.

Collections: None

Fenestration and Daylighting: Interior windows are needed here to provide sight lines into the room in order to monitor activity here. Natural light through windows in exterior walls is highly desirable in this space, but must include durable, easily adjusted darkening shades.

Finishes: Walls finishes should be durable, washable and renewable without undue expense. Some walls in this space should have tackable surfaces. Corner guards should be used throughout the space to avoid damage from movement of chairs, tables and other portable furnishings and equipment. The floor should be carpeted in all areas except the space closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served.

Windows will require durable, easily adjusted darkening shades.

Flexibility and Expandability: This room will be used for a variety of purposes, so no columns or other obstructions should restrict audience sight lines, and columns should be located for maximum flexibility of use.

To provide use flexibility, consider using several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Wireless service is required in this space to support flexible use of laptop computers and other hand-held computing devices now and in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

As an energy conservation measure, this space should be on a separate HVAC zone so that it can be programmed to use less energy when it is not in use. When in use, building systems will need to provide comfortable temperatures, humidity and air quality without undue noise levels.

Consider using CO2 sensors here so that the mechanical system can “know” when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 30-40 foot-candles with all lights on. Provide separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switch-able to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

To provide use flexibility, there might be several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

This room will be used after regular library hours, so even when facility lights have been turned off for the day, this area will need to have sufficient lighting to continue activity and also for participants to safely exit the building at the end of the event.

Windows will require durable, easily adjusted darkening shades.

Plumbing: The kitchen/refreshment area of the room will require a water/sewer supply line for the sink. Include hot/cold water at the sink.

Seating: public, 75 stacking chairs to be used either auditorium style, or approximately 24 seats at 6 folding tables included for the room.

Security: Access to the Multi-purpose Meeting/Program Room, and Public Restrooms, must be independent of the library’s other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the room. People in the room must be able to safely and conveniently exit the building without entering the library proper or passing through the materials security portals.

Emergency exits from this room need to be alarmed, and these exit alarms must be able to be turned off by staff for groups who will use the room after library operating hours.

For security purposes, the doorway that will be used for after hours exit from the multi-purpose community room should be proximate to library parking.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A locking, easily changed sign will also be needed outside this room, which lists scheduled events.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: This space will support many different types of library and community activities, including interactive programs, training events, and presentations that will require a variety of audiovisual and technological resources. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources. Since North Natomas is a wired community, this space will function as a node for events (such as author talks, interactive candidates' nights, high school moot court competitions, and community planning forums) that include both in-building and on-line participants.

Wireless service is required in this space to support the use of laptop computers and other hand-held computing devices including a portable 20 user wireless laptop lab, configured to conform with Infopeople (www.infopeople.org) training specifications. Since this space will be accessible and used both during and after regular library hours, Internet connections to this space should be separately identified and secured to protect the library's network.

It is recommended that an educational technology consultant be used during the design phase to help plan the technology for the videoconferencing equipment in this specialized area.

Planners should consult with projection system vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system(s), and projection system components, which will be located in the adjacent A-V Control Room.

Provide four to six standard duplex communications outlets (one voice and one data) co-located with associated power throughout the room.

Provide standard, grounded electrical outlets to meet general power needs.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

1.4 Multi-purpose Meeting/Program Room (continued)

The automatic projection screen will require power and switching at the front of the room.

Provide a telephone jack at the front of the room.

The library's public address system should be audible here.

Components and Furnishings:

Multi-purpose Meeting/Program Room	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, stacking, public	75.0	chair	13.00	975
Lectern	1.0	lectern	10.00	10
projection system, ceiling mounted (console in A-V control room)	1.0	system	n.a.	n.a.
projection screen, ceiling/wall mounted pull-down	1.0	screen	n.a.	n.a.
telephone jack @ front of room	1.0	jack	n.a.	n.a.
counter, kitchen/refreshment prep area, 6'Lx"D, w/ sink	1.0	counter	36.00	36
cabinet, storage, above counter, locking (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter, locking (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
sink, kitchen, extra deep	1.0	sink	n.a.	n.a.
coffee maker, 30-cup, public	1.0	coffee maker	n.a.	n.a.
oven, microwave (sq. ft. included w/ counter)	1.0	oven	n.a.	n.a.
board, white, wall-mounted	1.0	board	0.00	0
clock, wall, battery powered	2.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				1,021.0

1.4.1 Multi-purpose Meeting/Program Room Storage

127 sq. ft.

Functional Space Summary: This space accommodates storage for chairs, on stacking dollies, folding tables, also on dollies, programming props, and an audiovisual equipment cart. The folding tables must be both sturdy and lightweight so that library staff and visitors can easily set them up and move them about.

The room must be lockable. Hard floor coverings are required in this space. Double doors and immediate access to the Multi-purpose Meeting/Program Room are required.

Spatial Relationships and Visual Control: This storage space directly supports activities in the Multi-purpose Meeting/Program Room, so it must be immediately adjacent to that room.

To the extent that design allows, locate this storage space proximate to the entrance/exit doors of the Multi-purpose Meeting/Program Room to facilitate the occasional movement of materials from the library proper into storage here.

Adjacencies: 1.4 Multi-purpose Meeting/Program Room

Sight Lines To: None

Proximate: None

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the storage space should be immediately off of the Multi-purpose Meeting/Program Room. The doors to this storage room should be locking and should be extra wide to facilitate moving furniture and equipment in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though program support materials may be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall bumper guards should be installed here to avoid damage from movement of chairs, tables and other portable furnishings and equipment. The floor should be a hard surface to facilitate the movement of furnishings and equipment.

The folding tables located on dollies here must be both sturdy and lightweight so that library staff and visitors can easily set them up and move them about.

1.4.1 Multi-Purpose Meeting/Program Room Storage (continued)

Flexibility and Expandability: Even though this is a storage room, to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: Even though this is a storage room, to insure future flexibility, it should include an HVAC system duct.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors here.

Plumbing: None

Seating: None, though seating will be stored here on dollies. Also, low-loft floor cushions for floor seating during children's programs will be stored here.

Security: Access to this space is limited to staff. The doors should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of this room must indicate the number/name/function of the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15" above the finished floor.

1.4.1 Multi-Purpose Meeting/Program Room Storage (continued)

Components and Furnishings:

Multi-purpose Meeting/Program Room Storage	Quantity	Item	SF/Item	Total SF
dolly for stacking chairs, capacity 8 chairs per dolly	10.0	dolly	8.00	80
dolly for folding tables, capacity 3 tables per dolly	2.0	dolly	12.00	24
table, folding, public, stored on dollies (sq. ft. included w/ dollies)	6.0	table	n.a.	n.a.
shelving, 80" , industrial, for program supplies	1.0	section	15.00	15
cart, A-V	1.0	cart	8.00	8
cushion, low-loft, or carpet squares for children's floor seating for storytime, to be stored on industrial shelving shown here	20.0	cushion	n.a.	n.a.
total				127.0

1.5 Audiovisual Control Room for Multi-Purpose Room

78 sq. ft.

Functional Space Summary: This space will house components, such as phone connections, sound and projector systems and other electronic equipment, to set up and control audiovisual and videoconference presentations in the Multi-purpose Meeting/Program Room. The A-V Control Room will provide space for a technician to do diagnostic monitoring, testing and repair of equipment that supports the Meeting/Program Room and in other areas of the library as needed. Both fixed and portable equipment will be housed here, including the portable lab laptop cart. The space will also contain equipment to record programs in the room.

Spatial Relationships and Visual Control: This room will serve the audiovisual needs of the Multi-purpose Meeting/Program Room and so must be immediately adjacent to that room.

Adjacencies: 1.4 Multi-purpose Meeting/Program Room

Sight Lines To: None

Proximate: None

Occupancy: no continuous occupancy, 1 staff when occupied

Access: Access to the A-V Control Room should be immediately off of the Multi-purpose Meeting/Program Room. Access will be limited to library staff or personnel designated by library staff. The A-V Control Room should have sufficient circulation space to provide access for a technician to do diagnostic monitoring, testing and repair of equipment.

Acoustics: Sound insulation should be employed to reduce transmission of equipment operations noise from this space to the adjacent Multi-purpose Meeting/Program Room.

Collections: None

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to decrease particulates and static electricity.

Flexibility and Expandability: The adequate size of this space, allows for flexibility in the use of this space for related future technology that may be utilized in the adjoining multi-purpose room. It is not expected that there will be need to expand this in the future.

1.5 AV Control Room for Multi-Purpose Room (continued)

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. The A-V Control Room needs to be provided with air-conditioning and backup mechanical ventilation units.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door

Plumbing: None

Seating: None

Security: Access to this space is limited to staff or personnel designated by staff. The doors should be lockable, and the hardware must allow for staff inside the rooms to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of this room must indicate the number/name/function of the space. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: System components to support audiovisual and communications learning and programming in the Multi-purpose Meeting/Program Room will be housed, serviced, and re-charged here. For the ceiling mounted projection system, space planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the system components.

Provide data drops as determined in consultation with vendors to support the full-functioning of video-conferencing and the mobile laptop computer lab in the multi-purpose program room.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.

Outlets should be wall-mounted at 15" above the finished floor.

1.5 AV Control Room for Multi-Purpose Room (continued)

Components and Furnishings:

Audiovisual Control Room for Multi-Purpose Room	Quantity	Item	SF/Item	Total SF
rack, A-V equipment for projection system console components	2.0	rack	10.00	20
cart, A-V equipment	1.0	cart	10.00	10
cart, mobile charging/storage with 20 wireless notebook computers for mobile lab	1.0	cart	10.00	10
space, for technician circulation	1.0	space	38.00	38
telephone, wall-mounted	1.0	telephone	n.a.	n.a.
total				78.0

1.6 Public Restrooms

in GSF

Functional Space Summary: Locate the Public Restrooms with access from the Public Entrance/Lobby/Gallery/Community Information area, and adjacent to the Multi-purpose Meeting/Program Room. Restrooms must be designed so that all library users have access during open hours and so that when the Library is closed, people using the Multi-purpose Meeting/Program Room and/or the Public Entrance/Lobby/Gallery/Community Information area will have restroom access. Each restroom needs to meet local code requirements for quantity of fixtures and stalls.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap and water drips on the floor. Install electronic hand dryers, a baby changing counter in the men's and women's restrooms, and parcel shelves in each stall.

Ensure effective acoustic separation and excellent ventilation of the restrooms from other occupied areas of the building.

Spatial Relationships and Visual Control: The Public Restrooms should be accessible from the main library entrance without passing into the library proper. Occupants in the Multi-purpose Meeting/Program Room will require access to Public Restrooms both during and after library hours.

To the extent that design allows, locating the restrooms proximate to the children's area will allow parents and children to reach the facilities without needing to pass through quieter areas of the building.

Adjacencies: 1.4 Multi-purpose Meeting/Program Room

Sight Lines To: None

Proximate: 1.1 Public Entrance/Lobby/Gallery/Comm. Info.
Children's Areas

Occupancy: Meet Local Code Requirements

Access: Public Restrooms must be easy to find and well-marked, and must be accessible from the main Public Entrance without passing into the library proper.

Occupants in the Multi-purpose Meeting/Program Room will require access to Public Restrooms both during and after library hours.

Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Acoustics: Provide excellent acoustical separation of restrooms from other occupied areas of the building. Sound insulation should be employed to reduce transmission of noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, and parcel shelves or baskets in each stall.

Flexibility and Expandability: Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. Public Restrooms should be on a separate circuit so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Plumbing: Water and/or sewer service will be required at all toilets, sinks, hose bibs and floor drains. Hot water will be required at all sinks. Floors should be sloped to a floor drain, and each restroom should include a locking hose bib. Toilets should be low-flush and sinks should have timed shut-off of water flow.

Seating: None

Security: The main door to all Public Restrooms should not be lockable by users. Only staff should be able to lock Public Restrooms, with a keyed mechanism, if they are out-of-service or otherwise unavailable.

Signage: As part of a uniform, flexible, easily updated signage system, Public Restrooms must be easy to find and well-marked. Room identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Technology/Power/Audiovisual: Toilets should be low-flush and sinks should have timed shut-off of water flow.

Include tamper-proof, grounded duplex electrical wall outlets outside of restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

The library's public address system should be audible here.

Components and Furnishings:

Public Restrooms	Quantity	Item	SF/Item	Total SF
stall partition, restroom	TBD	partition	n.a.	n.a.
toilet, quantity to be determined by code requirements	TBD	toilet	n.a.	n.a.
shelf, parcel, restroom	TBD	shelf	n.a.	n.a.
coat hook, restroom	TBD	hook	n.a.	n.a.
sink, lavatory, restroom	TBD	sink	n.a.	n.a.
mirror, scratch resistant, restroom	TBD	mirror	n.a.	n.a.
baby changing station, one for each public restroom	TBD	station	n.a.	n.a.
hand dryer, electronic, restroom	TBD	dryer	n.a.	n.a.
receptacle, waste, restroom	TBD	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	TBD	unit	n.a.	n.a.
dispenser, soap, restroom	TBD	dispenser	n.a.	n.a.
Total				in GSF

2.1 Express Checkout

252 sq. ft.

Functional Space Summary: To promote self-reliance and efficiency, and to offer users the opportunity to move seamlessly between library functions without having to wait for staff to be available, the Branch will provide four Express Checkout machines within sight of the Circulation Desk and the main Public Entrance. They allow library visitors to check-out their own materials rather than taking them to the Circulation Service Desk. To encourage use, these machines should be located prominently. It is expected that most library visitors will use the express machines, and when high school classes visit the Library and exit at a scheduled time, these checkout stations are likely to be very busy.

Each Express Checkout machine should have plenty of circulation space, and sufficient separation to give users some sense of privacy. Additionally, each machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment.

A number of standard library furniture vendors are now offering customized stands, with wire management systems, to accommodate Express Checkout machines.

Library users who need additional assistance or who prefer having staff checkout their materials will take their materials to the Circulation Service Desk.

Spatial Relationships and Visual Control: Staff at the Circulation Service Desk may need to assist patrons if they are first time Express Checkout users. Therefore, staff at the Circulation Service Desk should be adjacent to the Express Checkout stations.

To the extent that design allows, create a proximate relationship between Express Checkout and the New Books Browsing, the General Audiovisual Media collection, and the Public Entrance so that users who most frequently visit only the new books and A-V collections can locate their materials, check them out, and be on their way.

Adjacency: 1.1 Public Entrance/Lobby/Gallery/Community Info.
2.2 Circulation Service Desk

Sight Lines To: 6.3 Circulation Supervisor's Office

Proximate: 3.1 New Books Browsing
3.8 General Audiovisual Media

Occupancy: public, 4-12 standing at machines or in queues

Access: To encourage use, the Express Checkout machines should be placed in a prominent area. Each Express Checkout station should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or more of the units needs to be accessible to people in wheelchairs.

Acoustics: Standard

Collections: None

Fenestration and Daylighting: Filtered natural light here is desirable, but great care must be taken with orientation in order to avoid screen glare at the Express Checkout stations.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Each Express Checkout machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment, and furnishings/counters should include wire management. Several standard library furniture vendors are now offering customized stands for Express Checkout machines, which include wire management systems.

Flexibility and Expandability: If an additional Express Checkout machine is needed at a future date, it is likely that the reduced queuing space at the self-checkout machines would allow for the addition of a more stations.

Provide one additional standard quad communications outlet (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles measured horizontally at the Express Checkout station work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: None

Security: The Express Checkout machines should be placed so that they give users some sense of privacy. The equipment should be within sight of staff to discourage vandalism.

2.1 Express Checkout (continued)

Signage: For reasons of operational efficiency, the library will want to encourage public use of the Express Checkout machines, so signs that are part of a uniform, flexible, easily updated signage system will be needed to help library users locate and use the equipment.

Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: To support efficient real time self-service checkout, the machines will be networked with the library's online circulation system. Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each Express Checkout machine.

Provide one additional standard quad communications outlets (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future. Further power/data needs, and furniture materials should be designed to accommodate future adoption of RFID technology.

These outlets, to serve the Express Checkout equipment, can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Wire management must be included in all furnishings to accommodate Express Checkout equipment.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

These standard outlets should be wall-mounted 15" above the finished floor.

Components and Furnishings:

Express Checkout	Quantity	Item	SF/Item	Total SF
workstation, express checkout, public	4.0	workstation	45.00	180
express self-checkout machine (sq. ft. included w/ workstation)	4.0	machine	n.a.	n.a.
queuing space	12.0	people	6.00	72
receptacle, trash	1.0	receptacle	in GSF	in GSF
Total				252

2.2 Circulation Service Desk

343 sq. ft.

Functional Space Summary: The Circulation Service Desk will be staffed at all times that the Library is open. It will have a total of three stations, two at counter height and a sit-down height section for ADA compliance and patron registration. The two counter height staff stations should have a tall, adjustable stool on casters so that the staff member can stand or sit, as she/he prefers. The sit-down height station should include a task chair for staff and a side chair for the patron being served. Lateral counter surface of at least six feet is required for each staff station. Equipment at each staff station will include an online workstation, a materials checkout and desensitizer unit, receipt printer, and a telephone handset.

Shared staff space should include storage for manuals and brochures, and space for a centrally located cash register at the desk/counter.

Staff at the Circulation Service Desk will answer non-reference questions, help orient visitors to the Library, issue borrowing cards, accept payment of fines for lost and overdue materials, answer and/or refer incoming phone calls, monitor the theft security gates, retrieve course reserves and hold items, check out materials for users who do not wish to use the Express Checkout machines, explain library policies and procedures regarding circulation and service hours and provide other assistance, as needed. Space for four Express Checkout machines will be nearby and in plain view for visitors to check out their own materials.

Shelving for customer holds/reserve materials will be prominently located in this area and, if possible, should be located between the circulation desk and the self-checkout stations.

The Circulation Service Desk will be an active, sometimes noisy area of the Branch. It will need to be planned with acoustical buffering and generous circulation space on both sides of the desk/counter. Queuing space for the Circulation Desk should accommodate up to 6 people. Staff needs to be able to move quickly and easily between the service counter, and the theft security gates, so the structure should allow ease of movement around both sides. The staff here should also have a clear line of sight to the Information/Reference/Youth Service Desk for patron referral.

The Circulation Desk must be designed with ergonomic and disabled access principles in mind. The desk counter height should vary so that it can accommodate users or staff in a wheelchair, and to allow staff to assist patrons who are filling out forms or handling lengthy transactions.

Spatial Relationships and Visual Control: The Circulation Service Desk is an active area for the library and should have be placed so as to maximize visibility, accommodate required adjacencies, allow for staff supervision of surrounding areas, while not interfering with patron traffic patterns.

2.2 Circulation Service Desk (continued)

To facilitate visual control and to provide responsive service, staff at the desk should have adjacencies with the main Public Entrance, the Express Checkout area, the Career and Scholarship Center, and the Study/Tutoring Rooms. Staff here will require a strong line of sight to the Information/Reference/Youth Service Desk to facilitate service referrals between these two desks.

To meet supervisory and public service demands, there should be an adjacency between the Circulation Service Desk and the Circulation Supervisor's Office.

A proximate relationship is needed between either this service desk or the Information/Reference/Youth Service Desk for casual monitoring of activity in the Open Access Computer area.

Adjacency:

- 1.1 Public Entrance/Lobby/Gallery/Community Info.
- 2.1 Express Checkout
- 4.2-4 Study/Tutoring Rooms
- 4.7 Career & Scholarship Center
- 6.3 Circulation Supervisor's Office

Sight Lines To:

- 1.2 Materials Return Slots (interior)
- 3.2 Information/Reference/Youth Service Desk
- 3.5 Open Access Computers

Proximate: None

Occupancy: 1-2 staff, 1-6 public

Access: A section of the Circulation Service Desk counter should be at a height to accommodate library users and/or library staff in a wheelchair. This area will also function as a sit-down, patron registration area at the desk.

The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance.

Acoustics: Activity at the Circulation Service Desk will often be brisk, and sometimes noisy, and will require acoustical buffering. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Circulation Service Desk area from the adjacent spaces to prevent noise from this active space from intruding unduly into other areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare.

Finishes: Wall and floor finishes at the Circulation Service Desk should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The staff workstations at the Circulation Service Desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable for the public, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to materials security system alarms.

Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Counter height for these positions should be at standing height, approximately 36"-39". However, a section of the circulation desk should be lower, at sitting height, to meet ADA standards for staff members and library users with disabilities.

Design and equip the Circulation Service Desk as follows:

- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer monitor and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, knee-holes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

Flexibility and Expandability: The Circulation Service Desk should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Circulation staff are on their feet, working quickly to serve customers throughout the day. Cooling and ventilation must be excellent in the area, providing plenty of fresh air.

Lighting, Artificial: Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: Two adjustable, staff task stools at circulation counter and one adjustable staff task chair at ADA compliant section (used for registration).

Security: A secure cash register will be located at the Circulation Service Desk. The library's materials theft security system portals will be located adjacent to the Circulation Service Desk and will be monitored by staff here. It will be important to follow sight line requirements to assure that staff at this desk have extensive visual control over library spaces. Include a panic alarm behind the Circulation Service Desk in case staff require emergency assistance.

Signage: As part of a uniform, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. The sign should have a width-to-height ration between 3:5 and 1:1 for letters and numbers. Signs placed overhead must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Characters should contrast light-to-dark or dark-to-light with the sign background.

Technology/Power/Audiovisual: This space accommodates equipment that will be in constant, heavy use, primarily for circulation and patron related transactions, but also for inventory, collection management, and staff scheduling, and management inquiries. Power and data outlets should be located in consultation with library staff. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power every 4' along the work counter. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the cash register. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the three computer workstations.

Provide telephone service outlets to accommodate one handset at each staff workstation.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

2.2 Circulation Service Desk (continued)

Provide a generous number of standard, grounded duplex electrical outlets to meet the considerable general power needs in this space.

Microphone input for the branch's public address system will be located here.

As part of the building security system, include wiring for an emergency panic alarm at the desk.

There is an abundance of electrical/data equipment at the Circulation Service Desk. Wire management must be included in all furnishings here to manage the numerous cables and cords safely and attractively.

2.2 Circulation Service Desk (continued)

Components and Furnishings:

Circulation Service Desk	Quantity	Item	SF/Item	Total SF
circulation service desk/counter w/ 2 positions, at standing height	1.0	Service desk	130	130
stool, task, staff (sq. ft. included w/ service desk)	2.0	stool	n.a.	n.a.
registration station, built into service desk at ADA compliant height, ADA knee space on both sides of service desk	1.0	Station	30.00	30
chair, side, public @ registration station (sq. ft. included w/ station)	1.0	chair	n.a.	n.a.
chair, task, staff @ registration station (sq. ft. included w/ station)	1.0	chair	n.a.	n.a.
computer, flat screen, staff @ circulation/registration positions (sq. ft. included w/ service desk)	3.0	Computer	n.a.	n.a.
printer, receipt @ circulation positions (sq. ft. included w/ service desk)	2.0	Printer	n.a.	n.a.
sensitizer/desensitizer/barcode reader @ circulation positions (sq. ft. included w/ service desk)	2.0	Reader	n.a.	n.a.
cash register	1.0	cash register	8.00	8
telephone handset	2.0	Telephone	n.a.	n.a.
telephone, cordless, shared	1.0	Telephone	n.a.	n.a.
public address system	1.0	System	n.a.	n.a.
emergency "panic" alarm button	1.0	alarm	n.a.	n.a.
book truck	2.0	truck	8.00	16
printer, networked, staff, on supply cabinet	1.0	Printer	12.00	12
cabinet, supply for printer (sq. ft. included w/ printer)	1.0	Cabinet	n.a.	n.a.
bin, recycling	1.0	bin	4	4
display, built into desk for library handouts	1.0	unit	9.00	9
shelves, 42", for reserve/hold shelves	8.0	Section	10.30	82
queuing space	6.0	People	6.00	36
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	Receptacle	in GSF	in GSF
Total				343

3.1 New Books Browsing

396 sq. ft.

Functional Space Summary: This space has a “marketing” mission for the library, needs to be visually appealing, and is intended to draw visitors over to browse through the new items. This generous space with lounge seating and enough shelving to display many items face-out responds to data from the Community Needs Assessment showing demand for comfortable spaces that highlight collections and enable the library to meet goals in the plan of service emphasizing popular materials. The space should be prominently and centrally located within the central core of the building. It should be arranged so as to provide adequate room for patrons to browse the materials at their leisure and should provide comfortable seating so patrons will be encouraged to take their time and sit to browse through items of interest. This seating in the new books section will also facilitate conversations between patrons about interesting new items.

New circulating books and high interest materials from the collection will be displayed here, on 66” high shelving, with many of the books displayed face-out.

Spatial Relationships and Visual Control: Given the projected demographics of the community, two of the most popular areas in the library are likely to be the Adult New Books and the General Audiovisual Media area. By placing these spaces within sight of one another, and in a centralized and prominent location, the library will have an effective marketing tool that will draw visitors. There is also a natural connection between the New Books section and the adult fiction and Non-fiction collections.

If possible, the architect should locate this collection proximate to the Express Checkout area so that visitors can easily take items they find here to the machines for checkout.

Adjacencies: Central Core
3.8 General Audiovisual Media
3.6 General Collection Circulating Books

Sight Lines To: 1.1 Public Entrance/Lobby/Gallery/Community Info.

Proximate: 2.1 Express Checkout
3.2 Information/Reference/Youth Services Desk

Occupancy: public, 2-10 browsing or seated in lounge seats

Access: Aisles that are at least 42” wide, will accommodate comfortable browsing access for library visitors of all abilities. The shelves for new books should be located prominently.

Acoustics: Locate this busy space away from quiet study areas of the library.

Collections: New books will be shelved here on 66" high shelf units with many titles displayed face-out. Aisles will be at least 42" to encourage browsing. Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Seating: public, 8 seats at lounge chairs that include tablet arms.

Security: Standard

3.1 New Books Browsing (continued)

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users find/identify the new bookshelves. Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

New Books Browsing	Quantity	Item	SF/Item	Total SF
shelving, 66", display-type, for new books	9.7	section	10.30	100
workstation, computer, stand-up, public, for express OPAC use	1.0	workstation	16.00	16
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	1.0	computer	n.a.	n.a.
lounge chairs, with tablet arms	8.0	chair	35	280
Total				396

3.2 Information/Reference/Youth Service Desk

314 sq. ft.

Functional Space Summary: This service desk will be staffed at all times that the Branch Library is open. Staff in this area will be working directly on many of the service goals including; providing general information and reference services; providing formal curriculum support services for students, supporting lifelong learning for seniors and adults, helping patrons to locate popular materials, and providing community information.

Staff will assist children, youth and adult library users to locate the information and materials they seek, will assist recreational readers to find satisfying materials, and will help library users formulate research strategies for personal information needs and/or high school and college assignments. Due to the strong emphasis found in this community for instruction designed to facilitate self-sufficient patron use of the Library, the seated reference desk stations will have back-to-back flat-panel monitors so that patrons will have the opportunity to be instructed in searching techniques by staff.

The Information/Reference/Youth Service Desk must have a clear visual connection to the Circulation Service Desk so that users can easily be referred from one service point to the other. The Information/Reference/Youth Service Desk will include a total of three staff positions—two at the desk and one roving position to provide proactive assistance in stack and computing areas. The two positions at the desk will be at sitting height. Each desk position will need a computer with back-to-back flat-panel monitors, a telephone, and a low shelf unit for ready reference. Under desk mobile file cabinets will be needed for all three staff members. Additionally the desk should provide sufficient shelving for service staff to house needed library materials. Additional space should be provided at the desk to accommodate equipment and materials to support the roving staff position.

While the design of the service desk should provide a division between public and staff space, care should be taken to avoid creating a formal or formidable barrier here—library users should feel welcome to approach this casual, but professional service point.

Staff working at this service desk will be on the move constantly, standing up and sitting down, moving from the service desk to computer stations and into library collections—adult, teen, and children's, to assist users. They need to be able to move quickly and easily from the desk area into the rest of the library.

The print Reference Collection should be adjacent to this desk, and the public access computers and central OPACs should be within sight of this service desk. There must be a clear, open and obvious path of travel from one side of the desk to the children's area of the Library. Teen activities will be monitored from this service desk, so line of sight to the Teen Area is desirable.

3.2 Information/Reference/Youth Service Desk (continued)

Spatial Relationships and Visual Control: The Information/Reference/Youth Service Desk must be prominently or centrally located and visually connected to many areas of the library, and adjacent to the General Reference Collection. An adjacency with the Children's Computer Area will facilitate service and supervision. The roving staff position at this desk will provide proactive reference and information assistance throughout the collections and at the computers.

Staff at the desk will need to have extensive visual connections with the adult, teen and children's areas of the building, general collections, open access computing areas for children and adults, and the Copy Center. There must be a strong line of sight between this service desk and the Circulation Service Desk, to facilitate referrals between these two main service points of the library.

Proximate relationships are needed between this service desk and the New Books and the Periodicals, Magazines and Newspapers section to provide for patron assistance and casual monitoring of activity.

Adjacencies:

- Central Core
- 3.4 Reference Collection
- 5.2 Children's Computers

Sight Lines To:

- 2.2 Circulation Service Desk
- 3.3 Central OPAC Area
- 3.5 Open Access Computers
- 3.6 General Collection Circulating Books
- 3.7 Periodicals & Newspapers
- 3.9 Teen Area
- 4.6 Copy Center
- 5.1 Children's Picture Books and Easy Readers
- 5.3 Children's Non-fiction
- 5.4 Children's Audiovisual Media Collection
- 5.5 Children's Fiction

Proximate:

- 3.1 New Books
- 3.7 Periodicals & Newspapers

Occupancy: 1-2 staff, 2-6 public

Access: The Information/Reference/Youth Service Desk should be at a height to accommodate library users and/or library staff in a wheelchair. The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance. One of the staff positions at this desk will be a roving position, providing proactive service in library stack and computing areas. The staff member will need to be able to quickly and efficiently move in/out of the service desk area, so be sure to provide convenient openings in the service desk.

3.2 Information/Reference/Youth Service Desk (continued)

Acoustics: Activity at the Information/Reference/Youth Service Desk is interactive, requiring conversations. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the service desk area from the adjacent spaces to prevent noise from this interactive space from intruding unduly into other areas.

Collections: Staff ready reference materials will be housed here in four sections of 42" steel shelving units.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare here.

Finishes: Wall/floor finishes at the Information/Reference/Youth Service Desk should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The service desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage customers from moving to the staff side of the desk, but it should not be monolithic—include conveniently located openings. The desk should feel approachable to the public, and staff will need to be able to move quickly and easily from behind the desk to assist library customers.

Counter height for the staff positions here should be at sitting height, approximately 29"-30", with the exception of one small area of the service desk counter, which should be at standing height (approximately 36"-39") to accommodate the roving staff position when she/he is at the desk.

Design and equip the Information/Reference/Youth Service Desk as follows:

- Counter tops that are deep enough to accommodate a computer monitor and keyboard and other equipment, (approximately 29"-30" deep);
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer monitors placed so that they do not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

3.2 Information/Reference/Youth Service Desk (continued)

Flexibility and Expandability: The Information/Reference/Youth Service Desk should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change. The inclusion of a roving staff position here greatly increases the flexibility of reference and information service being provided in the library. The person filling this staff position will have a hand-held personal computing device that she/he can carry into stack and computing areas of the library for maximum service flexibility.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: Two adjustable, staff task.

Security: It will be important to follow sight line requirements to assure that staff at this desk have visual control over library spaces and can identify users who may require assistance.

Signage: As part of a uniform, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. If an overhead sign is used, it must be a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Staff at this service point will be assisting library users with both print and online resources, and will be moving frequently between the desk area and the rest of the library. Equipment must be positioned to be usable by staff who are seated or standing, working on either side of the desk. There must be sufficient space to allow concurrent consultation of multiple sources. Back-to-back flat-panel computer screens will be provided at both sit-down sections of the desk to facilitate patron education. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the three staff computer workstations here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Provide two telephone service outlets at the desk.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

3.2 Information/Reference/Youth Service Desk (continued)

Provide a dedicated re-charging port for the hand-held personal computing device that will be used by staff at this desk.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Information/Reference/Youth Service Desk	Quantity	Item	SF/Item	Total SF
information/reference/youth services, service desk w/ 2 positions @ sitting height + 1 standing, roving position for proactive reference service	1.0	service desk	185.00	185
chair, task, staff (sq. ft. included w/ service desk)	2.0	chair	n.a.	n.a.
computer, flat screen, staff (sq. ft. included w/ service desk) with 2 additional flat-screens for back-to-back placement at both sit-down stations.	3.0	computer		
shelving, 42", for ready reference @ service desk	4.0	section	10.30	41
telephone handset	2.0	telephone	n.a.	n.a.
telephone, portable, hand-held	1.0	telephone	n.a.	n.a.
file, mobile, under work counter	3.0	files	n.a.	n.a.
book truck	2.0	truck	8.00	16
queuing space	12.0	people	6.00	72
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				314

3.3 Central OPAC Area

252 sq. ft.

Functional Space Summary: This area will provide sit-down computers with access to the library's network. Since North Natomas is a wired community, with high levels of home computer ownership and Internet usage, residents will bring high expectations for online access to the library. Visitors will be encouraged to use these computer workstations to search the library's collections, databases, and services, and to locate materials in collections throughout the library system. Those who may be conducting several searches, or simply prefer to sit, will likely choose these OPACs. For users doing a quick search it is likely they will choose stand-up units in the General Collection, New Books, Audiovisual, Teen, or Children's Non-fiction areas.

Spatial Relationships and Visual Control: This area should be located near the entrance to the library proper, where visitors will easily see it.

Most users of this space will use the OPAC workstations to lead them to items in the general library collections so an adjacency is required. Or, if they have difficulty locating what they need an adjacency to the Information/Reference/Youth Service Desk is needed. Therefore, a line of sight will be needed between the Central OPAC Area and the one of the service desks. Additionally, sight lines to the General Reference Collection may prompt users to access reference materials as part of their search.

Users who need to move to more extensive online research will move from this computing area to the Open Access Computers, so the two computing areas should be adjacent to one another.

Adjacencies:

3.5	Open Access Computers
3.6	General Collection Circulating Books

Sight Lines To:

1.1	Public Entrance/Lobby/Gallery
3.2	Information/Reference/Youth Service Desk
3.4	General Reference Collection

Proximate: None

Occupancy: public, 5-11 standing or seated at OPAC workstations

Access: Workstations must be sufficiently sized to provide a work surface for the simultaneous use of the computer and books and papers.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Acoustics: The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare here.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly. Task chairs should be adjustable for individual differences. If upholstery is used on the chairs at the sit-down stations, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management will be required at each workstation to manage wires/cablings safely and attractively.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program. Although the computers in this area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

The concentration of computing equipment and high levels of occupancy in this space will likely raise the temperature and humidity here. The HVAC system must be able to respond so that the area is comfortable for users and supportive of equipment operating requirements.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Seating: One, adjustable task chair will be required at each of the computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have visual control of the area to help reduce inappropriate behavior.

Equipment and service cables here will need to be secured against vandalism and theft.

Signage: As part of a uniform, flexible, easily updated signage system, signs may be needed to help library users locate these OPAC computers. If overhead signage is used it must be placed a minimum of 89" above the floor and letters and numbers must be at least 3" high.

Technology/Power/Audiovisual: The equipment in this area will function as many user's first impressions of the library technological capabilities and breadth of services, therefore cabling support should be sufficiently robust to provide high levels of flexibility and reliability. Workstations should not be ganged on shared communications outlets. Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printer located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the library to provide flexibility for use of hand-held computing devices.

3.3 Central OPAC Area (continued)

Components and Furnishings:

Central OPAC Area	Quantity	Item	SF/Item	Total SF
workstation, computer, sit-down w/ 1 seat, for OPAC use	8.0	workstation	30.00	240
chair, task, public @ computer workstation (sq. ft. included w/ workstation)	8.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstations)	8.0	computer	n.a.	n.a.
printer, networked, public, atop supply cabinets	1.0	printer	12.00	12
cabinet, supply, for printer (sq. ft. included w/ printer)	1.0	cabinet	n.a.	n.a.
Total				252

3.4 General Reference Collection

940 sq. ft.

Functional Space Summary: This space contains the adult, teen, and children's reference book collections on 42" high shelving. The shelving needs to be arranged for convenient access from the Information/Reference/Youth Service Desk so that staff can easily help library users with their research. This space will support achievement of Plan of Service goals for general information and reference services, formal curriculum support, and lifelong learning for adults and seniors. Given the high demand noted in the needs assessment for information and reference services, and the role supporting the needs of Inderkum High School students, American River College Natomas Center students, and other students and lifelong learners from throughout the Natomas Community, this collection and space are expected to see heavy use.

Four 4-place user research tables are located here, for either individual or collaborative work on personal and school research projects. An atlas case will house oversized geographic resources and a microform cabinet and reader/printer for retrospective research of materials not available on-line.

Spatial Relationships and Visual Control: Staff at the Information/Reference/Youth Service Desk will move in and out of the General Reference Collection, responding to users' questions and providing proactive reference service by asking people who are browsing the Reference Collection if they are finding what they need. Therefore, it will be important for the Reference Collection to be adjacent to the Information/Reference/Youth Service Desk.

An adjacency between this collection and the General Collections Circulating Books will reinforce the strong relationship between the overview provided by reference materials and the in-depth information found in circulating collections.

In today's information climate, reference questions are answered through both print and on-line resources, so the Reference Collection should be proximate to the Central OPAC area and the Open Access Computers. Because reference materials do not circulate, users will make photocopies from them, so these collections should be adjacent to the Copy Center.

This collection is meant to serve the needs of adults, teens, and children so it should be proximate to the Teen Area and Children's Area. Further, this important space should be located adjacent to the central core of the building.

3.4 General Reference Collection (continued)

Adjacencies:	Central Core
	3.2 Information/Reference/Youth Service Desk
	3.6 General Collection Circulating Books
	4.6 Copy Center
Sight Lines To:	3.3 Central OPAC Area
	3.5 Open Access Computers
Proximate:	3.9 Teen Area
	5.3 Children's Non-fiction
Occupancy:	public, 4-16 seated at tables, at the reader/printer, or browsing the collection

Access: Reference Collections will be shelved on 42" high shelf units. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

Acoustics: This is an area where quiet conversations between the staff and users take place as part of the research process. Therefore designers should use sound absorbing materials and strategies in the Reference Collection area.

Collections: Reference materials will be shelved here on 42" high shelf units. Shelves will be 12" deep to accommodate the larger size of many reference resources, and they will be slotted to accept optional steel dividers to help keep often unwieldy collections from falling over when books are lifted from the shelf. Aisles will be at least 42" wide. Because reference books do not circulate, 100% of the collection will be shelved. Shelf capacity is shown at 1,800 volumes for adults and teens and 500 volumes for children.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural light is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables/chairs and the microform reader/printer station here should be durable and vandal resistant. The work surfaces should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors for the seating and for the atlas case should be in keeping with the interior design package for the library.

Shelving with an epoxy powder finish is preferred over enamel coatings.

If hardwiring is used at the reader tables, wire management must be included in the furniture to manage cables and cords safely and attractively.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader tables and the microform reader/printer located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination at the tables, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Public, 16 seats at four, 4-place reader tables, and 1 seat at the microform reader/printer.

Security: If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Signage: As part of a uniform, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. If an overhead sign is used to identify the reference area, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: This area typifies the Library's seamless service approach. Some users will come to the library to work or study with their own portable equipment (laptops, PDA's, etc.) wireless or conventional. Others will expect the library to provide equipment similar to what they are accustomed to using at work or home. Many will come to the library for the convenience of having seamless access to print and online resources in the same place. Therefore this space must support layers of online access for both staff and patrons and must accommodate library and user supplied equipment. Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the table, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four, or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

If hardwiring is used, wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide one standard, grounded duplex electrical outlet that is dedicated to the microform reader/printer.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be wall-mounted 15" above the finished floor.

3.4 General Reference Collection (continued)

Components and Furnishings:

General Reference Collection	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, reader, public @ 4-place tables	16.0	chair	25.00	400
table, 4-place, public (sq. ft. included w/ chairs)	4.0	table	n.a.	n.a.
shelving, 42", 12" shelf, slotted w/ dividers,	40.3	section	11.25	453
case, atlas	1.0	case	30.00	30
cabinet, microform, single faced	1.0	cabinet	18.00	18
reader/printer, microform	1.0	reader/prin ter	35.00	35
coin/card operation unit associated w/ reader/printer	1.0	unit	n.a.	n.a.
bin, recycling	1.0	bin	4.00	4
clock, wall, battery powered	1.0	clock	n.a.	n.a.
Total				940.1

3.5 Open Access Computers

768 sq. ft.

Functional Space Summary: North Natomas residents expect their library to offer fast, full Internet access, comparable or better than what they use in their homes, at school, and at work. These computers will rarely be idle, as visitors use them to do research, work on projects and prepare reports, consult the library's electronic collections, and pursue online recreational activities. The Library's Web site will function as the primary gateway to the resources accessible here. Since this community has expressed strong interest in community information as a key library service, the Web site will highlight community events and services, as well as links to other community and regional information providers. This area will contain twenty-four, public access, sit-down computer workstations, offering access to the Internet and specialized electronic databases provided through Sacramento Public Library, American River College, and Inderkum High School.

The workstations should be clustered together for visibility by the public and staff, and should be placed within sight of the Information/Reference/Youth Service Desk to allow staff to easily help patrons at the machines. Two networked, B&W/Color printers are accommodated within the space, as well as a networked scanner.

This computing area of the library will generate a significant amount of heat, so it must be in an area with open air-circulation that is away from direct sunlight. The click of computer keys and people working together or with library staff at computer stations can be somewhat noisy, so it will be important to provide some acoustical buffering for the area. Orientation and lighting should be carefully planned to avoid screen glare.

When selecting furnishings for the computer workstations, care should be given to selecting units with flexible and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for a computer mouse, books and papers, and should afford each user some degree of privacy.

Some of the public computers should include hardware/software to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

At least one of these public computer stations must be equipped to accommodate users with a variety of disabilities—wheelchair access, computer voice assistance technology, specialized keyboards, etc.

Spatial Relationships and Visual Control: Staff at the Information/Reference/Youth Service Desk will move through the Open Access Computers, responding to user's questions and providing both technical assistance and information literacy support for electronic research. Therefore, it will be important for the computer area and the service desk to be within sight of one another. For supervision of this busy area it will be important that

3.5 Open Access Computers (continued)

it be adjacent to either the Circulation Service Desk or the Information/Reference/Youth Service Desk.

This area should be adjacent to the Central OPAC Area, where users may access the library's on-line catalog and subscription databases. For users looking for Internet Access, they will want to move to this computing area. In today's information climate, reference questions are answered through both on-line and print resources, so the Open Access Computers should have a line of sight to the Reference Collection.

Adjacencies: 2.2 Circulation Service Desk
-or-
3.2 Information/Reference/Youth Service Desk
3.3 Central OPAC Area

Sight Lines To: 3.4 Reference Collection

Proximate: None

Occupancy: public, 12-24 seated at computer workstations

Access: Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

Some of these public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in languages other than English.

At least one public computer station here must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's *Section III General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare here.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly. Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program. Although the computers in this area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

The concentration of computing equipment and high levels of occupancy in this space will likely raise the temperature and humidity here. The HVAC system must be able to respond so that the area is comfortable for users and supportive of equipment operating requirements.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Seating: Twenty-four, adjustable task chairs will be required at the 24 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have visual control of the area to help reduce inappropriate behavior.

3.5 Open Access Computers (continued)

Equipment and service cables here will need to be secured against vandalism and theft.

Signage: As part of a uniform, flexible, easily updated signage system, signs may be needed to help library users locate these public access computers. If overhead signage is used it must be placed a minimum of 89" above the floor and letters and numbers must be at least 3" high.

Technology/Power/Audiovisual: This will be a heavily used area, in terms of both network traffic and people traffic. North Natomas residents will expect to use the open access computers independently, and computers will be equipped with time and print management software to facilitate self-service. However, visitors will still require occasional assistance with both technical, research, and informational questions. Library staff must be able to move freely through the area, assisting computer users on the spot, rather than requiring users to leave their workstations to queue at a service desk. Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printers and scanner located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each printer and the scanner located here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the library to provide flexibility for use of hand-held computing devices.

3.5 Open Access Computers (continued)

Components and Furnishings:

General Open Access Computers	Quantity	Item	SF/Item	Total SF
workstation, computer, public, sit-down w/1 seat	23.0	workstation	30.00	690
workstation, computer, public, sit-down w/1 seat, ADA compliant	1.0	workstation ADA	30.00	30
chair, task, public @ workstations (sq. ft. included w/ workstation)	24.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstations)	24.0	computer	n.a.	n.a.
printer, networked, BW & Color, public, atop supply cabinet	2.0	printer, B&W	12.00	24
cabinet, supply for printer (sq. ft. included w/ printer)	2.0	cabinet	n.a.	n.a.
scanner, networked, public, atop stand	1.0	scanner	12.00	12
stand, for scanner (sq. ft. included w/ scanner)	1.0	stand	n.a.	n.a.
bin, recycling	3.0	bin	4	12
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				768.0

3.6 General Collection Circulating Books

3,727 sq. ft.

Functional Space Summary: This is will be a heavily used area of the library. The community needs assessment found a heavy emphasis on print collections, and these will be used to support formal curriculum for students, lifelong learning for adults and seniors, and the provision of popular materials to meet community needs. In addition to community adults, teens will also use the nonfiction regularly for school assignments, as will community college students. Adult nonfiction will be shelved here on 84" high shelving. Fiction, genre, large print, world languages and paperback books will be shelved, on 66" high shelving. Mass-market paperbacks will be shelved on spinners inset into standard shelf units. Display shelving and slatwall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating in this area will include standard 4-place tables and lounge seating with tablet arms, so that users can select appropriate seating based on preference and the level of concentration required for their tasks.

Two stand-up OPAC stations will be available so that users can conveniently refer to the library's on-line catalog while working in this collection area of the library.

Spatial Relationships and Visual Control: The General Collections, Circulating Books provide a core service, so they should be located prominently in the library. While this large area of book stacks should be highly visible, it should not be the first place that library visitors arrive. Instead, patrons should be drawn into the heart of the library to browse the wealth of knowledge, information and entertainment that these collections provide.

A sight line will be needed between these collections and the Information/Reference/Youth Service Desk so that staff can easily work with patrons to find the collection items that they need. An adjacency is needed from the Central OPAC Area to the collections so that once users have searched for the books they want, they can move into the collections to find the items.

An adjacency is needed between the General Collection Circulating Books, particularly the Non-fiction collection, and the General Reference Collection, to reinforce the strong relationship between the overview provided by reference materials and the in-depth information found in circulating collections. An adjacency between the General Collection Circulating Books and the New Books will highlight the relationship between the newer materials and the rest of the collection. An adjacency with the Teen area will help promote use by teens.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

3.6 General Collection Circulating Books (continued)

Adjacencies: Central Core
3.1 New Books
3.3 Central OPAC Area
3.4 General Reference Collection
3.9 Teen Area

Sight Lines To: 3.2 Information/Reference/Youth Service Desk

Proximate: None

Occupancy: public, 12-34 seated at 4-place tables or 1-place carrels

Access: The Non-fiction collection will be shelved on 84" high stacks, the Fiction collection, genre, large print books, mass-market paperbacks, and world language books, will be shelved in 66" shelf units. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

One of the eight, 4-place tables here must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: The General Collection Circulating Books should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: The adult circulating book collections will include:

- Adult and teen nonfiction, shelved in 84" high units with 8" or 10" shelves;
- Adult fiction/genre, shelved in 66" high units with 8" or 10" shelves;
- Adult and teen world language books, shelved in 66" high units with 8" or 10" shelves;
- Large print books, shelved in 66" units with 8" or 10" shelves; and
- Adult mass-market paperbacks, shelved on spinner units inset into standard steel, 66" shelving uprights, with each spinner unit having a capacity of 288 volumes;

Total shelf capacity in the General Collections, Circulating Books area is 45,830 volumes.

All collection aisles here will be at least 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

3.6 General Collection Circulating Books (continued)

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

All public 66" shelves will need to have canopy tops to give a finished look to the area.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required,

with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables/chairs and carrels/chairs here should be durable and vandal resistant. The tabletops and carrel work surfaces should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library.

If hardwiring is used at the tables/carrels, wire management must be included in the furniture to manage cables and cords safely and attractively.

All public 66" shelves will need to have canopy tops to give a finished look to the area.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

3.6 General Collection Circulating Books (continued)

Wireless service and/or hardwiring should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. At the carrels located here, provide 30-40 foot-candles measured horizontally at the carrel's work surface. If desired, task lighting can be included under the carrel's upper shelf for excellent illumination on the work surface. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Twenty-eight reader chairs will be required at 7 tables. One of the tables must be ADA compliant. Six public task chairs will be required at the 6 individual carrels here.

Security: To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Signage: As part of a uniform, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. nonfiction, fiction, etc. If overhead signage is used it must be placed a minimum of 89" above the floor and have letters and numbers at least 3" high.

Technology/Power/Audiovisual: For convenient integration and use of print and electronic resources, ease in conducting inventory and other collection management functions, and full utilization of roving reference staff with handheld electronic devices, the library's network must be accessible from this

area. Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

3.6 General Collection Circulating Books (continued)

For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Provide hardwiring to the network for the stand-up OPAC stations and one duplex power outlet for each. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

If hardwiring is used at the tables, wire management must be included in the furniture to manage cables and cords safely and attractively. Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

General Collections, Circulating Books	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, lounge, w/ tablet arms, public	10.0	chair	35.00	350
chair, reader, public @ 4-place tables	32.0	chair	25.00	800
table, 4-place, public (sq. ft. included w/ chairs)	8.0	table	n.a.	n.a.
table, 4-place, public ADA compliant (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
shelving, 66", standard, for adult genre books	27.1	section	10.30	279
shelving, 66", standard, for adult fiction books	49.7	section	10.30	511
shelving, 66", standard, for adult large print books	14.9	section	10.30	153
shelving, 66", spinners, inset in shelf units for adult mass market paperbacks	2.9	section	10.30	30
shelving, 66", standard, for adult & teen world language books	10.5	section	10.30	108
shelving, 84", standard, for adult & teen nonfiction books	142.1	section	10.30	1,464
workstation, computer, stand-up, public, for express OPAC use	2.0	workstation	16.00	32
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	2.0	computer	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	3.0	receptacle	in GSF	in GSF
Total				3,727

3.7 Periodicals & Newspapers

657 sq. ft.

Functional Space Summary: This area is meant to be a relaxing, comfortable, somewhat quiet place in which the library's magazines and newspapers for adults will be available for reading and browsing. Both current issues and back issues will be available here. Library visitors will also use this area for reading books and having quiet conversations.

In addition to casual reading, students will use this area for periodical research for titles that are not available in full-text online.

The ambience of this space will be key to its success. Acoustics, lighting, interior design and furnishings will need to define the area as a peaceful place for relaxed reading and contemplation. Both table and lounge chair seating will be available here, and the lounge seats will include tablet arms which can either be swung into position for reading/writing/computing, or swung out of the way as preferred by each user.

This area should be adjacent to the central core, but it should be set off a bit, ideally with pleasant views to exterior landscaping.

Spatial Relationships and Visual Control: Because this area will have wide appeal to neighborhood adults, it should be adjacent to the central core through the library, but it should be set off a bit to emphasize the separate, quieter focus of the area. The space should be well apart from the children's area and the Teen Area so that the appropriately noisy activity of children and teens does not unduly impact this quiet area that is meant for relaxed reading.

The ambience of this area will allow for users themselves to set the tone for appropriate behavior. However, there should be a line of sight between this area and either of the service desks so that staff can casually monitor activity here.

If possible, this area should have pleasant views to the exterior of the library, into landscaped areas with visual interest.

Adjacencies: Central core

Sight Lines To: 2.2 Service Desk, either the Circulation Service Desk
or
3.2 Information/Reference/Youth Service Desk

Proximate: Views to exterior landscaping preferred

Occupancy: public, 6-18, seated at tables and in lounge chairs

Access: Periodicals here will be shelved on 78" high shelves. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

Acoustics: This area, which is meant for relaxed reading, needs to be acoustically protected from the general public space and set back a bit from the busier paths of travel through the library. Use sound-absorbing materials and architectural strategies to help deaden sound here.

Collections: The adult Periodicals, Magazines and Newspapers collections will house 86 magazine titles and 12 newspaper titles, to include:

- Magazine current issues, shelved in 78" high shelf units on slanted display shelves;
- Magazine backissues, shelved in pamphlet boxes on 78" flat shelves; and
- Newspaper current issues, shelved in 78" high shelf units on slanted, hinged shelves that include plexi insets for display and lift up to expose a flat shelf below for a limited number of backissues.

All collection aisles in the periodicals will be at least 42" wide to accommodate access by library visitors of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is required here, but direct sunlight on the seating or collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and chairs should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs at the tables, it must be easily cleaned and able to stand up to repeated cleaning.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

These lounge chairs must have an optional tablet arm that can swing in for writing and computing, or swing out, out of the way if the user does not want/need it.

Furnishing styles and colors should be in keeping with the interior design package for the library.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Lounge seats here will provide extra flexibility thanks to optional tablet arms, which will swing in for writing and computing, or swing out, out of the way if the user does not want/need them.

Wireless service and/or hardwiring should be available at the user tables and wired or wireless service will be needed at the lounge seats in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For periodical stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader tables and lounge seats located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs at tables. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: public, 8 reader chairs at two 4-place tables, and 10 seats at lounge chairs that include tablet arms.

Security: If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Signage: At the discretion of the library staff and planners, a sign identifying the periodical area may be required. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high.

Technology/Power/Audiovisual: For convenient integration of print and electronic serials holdings, ease in periodicals check in and inventory functions, and full utilization of roving reference staff with handheld electronic devices, the library's network must be accessible from this area. Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the work surfaces, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

If tables are hard-wired, wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide wireless service in this area for the 10 lounge seats with tablet arms.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Periodicals & Newspapers	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, lounge, w/ tablet arms, public	10.0	chair	35.00	350
chair, reader, public @ 4-place tables	8.0	chair	25.00	200
table, 4-place, rectangular, public (sq. ft. included w/ chairs)	2.0	table	n.a.	n.a.
shelving, 78", slanted, for current magazine display	5.7	section	10.30	59
shelving, 78", standard, for magazine backfiles	3.8	section	10.30	39
shelving, 78", slanted, hinged w/ flat shelf below, w/ plexi insert, for newspaper display & backfiles	0.8	section	10.30	8
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				656.7

3.8 General Audiovisual Media

294 sq. ft.

Functional Space Summary: This space and collection are a key component of the library's role providing popular materials, materials for curriculum support, and materials to support lifelong learning. Libraries and their users are increasingly choosing the DVD format over the video format and community survey respondents frequently expressed the desire for a strong collection of DVDs in the new library. Therefore, DVD will be the video medium of choice for North Natomas, with a small additional collection of curriculum-related materials on videotape, which have been slower to transition to the newer format.

The audiovisual collection space is likely to be a busy area of the Branch Library and should be highly visible and easy to find. Adults, students and faculty and teens will all frequent the collections here. It will include music on compact discs, books on tape and CD, computer software and CD-ROMs, a small collection of curriculum support videos and space for future formats.

If this area is not immediately adjacent to the Central OPAC area then a stand up OPAC station should be provided for patron use in searching the catalog for these materials and to facilitate the impromptu placement of reserve requests on audiovisual media.

Audiovisual media for children will be found in the children's services area of the Branch.

Spatial Relationships and Visual Control: This area and the New Books Browsing area are likely to be two of the most popular areas in the library. By placing these spaces adjacent to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw visitors.

Teens will be frequent users of these collections, so the Teen Area should be adjacent to this audiovisual collection area.

Adjacencies: Central core
3.1 New Books Browsing
3.9 Teen Area

Sight lines to: None

Proximate: None

Occupancy: public, 6-12 browsing the collections

Access: To facilitate browsing of the audiovisual collections, the medium height 66" high shelves here will include both standard shelves and A-V browsing bins. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

Acoustics: Locate this busy space away from quieter areas of the library. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: Audiovisual resources will be shelved here on 66" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, and computer software, and also A-V browsing bins for CDs, and DVDs. Aisles will be 42" wide.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Seating: None

Security: Standard

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users find/identify the audiovisual shelves. Signs will be needed on the shelf units and/or end panels to differentiate between audiovisual formats. If overhead signage is used it must be placed a minimum of 89" above the floor and have letters and number at least 3" high.

Technology/Power/Audiovisual: To facilitate catalog access for patrons using this area of the collection provide one stand-up OPAC station if this area is not adjacent to the Central OPAC area. Provide hardwiring to the network for the stand-up OPAC station in this area. Provide one safety capped, grounded duplex electrical outlet for each data drop to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor or floor mounted.

Components and Furnishings:

General Audiovisual Media	Quantity	Item	SF/Item	Total SF
workstation, computer, stand-up, public, for express OPAC use	1.0	workstation	16.00	16
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	1.0	computer	n.a.	n.a.
shelving, 66", standard, for curriculum videos	0.8	section	10.30	9
shelving, 66", AV browse bins for DVDs	3.8	section	10.30	39
shelving, 66", AV browse bins for music CDs	5.5	section	10.30	57
shelving, 66", for books on tape & on CD	11.1	section	10.30	114
shelving, 66", for CDRoms & software	3.9	section	10.30	40
shelving, 66", for new AV formats	1.9	section	10.30	20
Total				294.4

3.9 Teen Area

783 sq. ft.

Functional Space Summary: The Library for North Natomas will be a co-located facility, serving the overall community, and serving as the library for both the American River College Natomas Center and Inderkum High School. This unique opportunity calls for the need to strike a balance between a sense of “ownership” by Teens and a library that will be welcoming to visitors of all ages. To address these dual needs, generous dedicated space, designed to be a destination and foster a sense of ownership, will be provided for teens.

While this age group will be encouraged to use the entire facility, it is important to establish an area that teens can identify as their own. Throughout the school day, as well as after school, evenings and on the weekends, this will be a lively space with small groups of teens chatting and working together. Therefore, the space needs some separation from other areas—especially those intended for quiet reading and study.

The space should have more design and esthetic relationship to the adult spaces of the building than to the children’s spaces, but should provide a youthful, “hip” atmosphere.

Paperback and hardback fiction and nonfiction books, graphic novels, and magazines for teens will be shelved here. Comfortable seating is needed, lounge chairs with tablet arms that swing in to accommodate writing or computing activities as needed are ideal

Eight sit-down computer workstations will support homework and recreational computing, as well as music and media preview/playback. Peripheral support devices will include a networked printer and a networked scanner. One additional, OPAC, stand-up computer workstation will be available, dedicated to searching the library’s on-line catalog.

Wall-mounted display space is needed for posters and announcements of upcoming events of special interest to this age group.

Spatial Relationships and Visual Control: This area should be located to capture teen interest and to draw them into the space. However, this is likely to be an active and sometimes noisy space, so it should be acoustically isolated and separated from the main areas of the library.

Staff at the Information/Reference/Youth Service Desk will need to monitor activity in this area, so a sight line between this space and the Service Desk is required. This will be an appealing area for teens, but they will also need to make connections with other areas of the library to support their need for collections and study space related to schoolwork. Provide an adjacency between this space and the General Collections, Circulating Books, which will be an important resource for teens’ schoolwork and reading interests.

3.9 Teen Area (continued)

Teens will be regular users of audiovisual collections, and while it is not expected that they will have trouble finding their way to those collections, designers should strive to create an adjacency between the Teen Area and the General Audiovisual Media collections.

Adjacencies:	3.6	General Collections, Circulating Books
	3.8	General Audiovisual Media
Sight Lines to:	3.2	Information/Reference/Youth Service Desk
Proximate:	4.2-4	Group Study Rooms
	4.7	Career & Scholarship Center
Occupancy:	public, 8-20 browsing, or seated in lounge chairs, or at computer workstations	

Access: Collections here will all be shelved in 66" high shelf units so that teens will be able to access the collections comfortably. Stack aisles will be 42" wide to accommodate access by teens of all abilities.

Acoustics: This area needs to be acoustically separated from the general public space. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by teens here from intruding unduly into surrounding areas.

Collections: The Teen Area collections will include:

- Teen new and display books shelved in 66" high units, with 8" or 10" shelves;
- Teen fiction/genre books shelved in 66" high units, with 8" or 10" shelves;
- Teen graphic novels shelved in 66" high units, with 8" or 10" shelves;
- Teen current magazines, shelved in 66" high units, with slanted shelves;
- Teen magazine backfiles, shelved in pamphlet boxes on 66" high units, with 8" or 10" shelves; and
- Teen paperbacks, shelved on a 4 tower spinner unit with a capacity of 576 volumes per unit.

Shelving here will accommodate 4,733 books and 12 magazine titles.

Collection aisles in the Teen Area will be 42" wide to accommodate access by teens of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. Great care should be taken with orientation to avoid computer screen glare. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Interior design in the Teen Area should provide an age appropriate, contemporary, hip atmosphere. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control. Task chairs at the computer stations will constantly be rolled across the carpet, so the pile should be low loop so as not to catch in the chair casters.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning. These lounge chairs must have an optional tablet arm that can swing in for writing and computing, or swing out, out of the way if the user does not want/need it.

Display space is needed for wall-mounted posters, artwork and announcements of upcoming events of interest to this age group.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Lounge seats here will provide extra flexibility thanks to optional tablet arms, which will swing in for writing and computing, or swing out, out of the way if the user does not want/need them.

Wireless service and/or hardwiring should be available at the user tables and wireless service will be needed at the lounge seats in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables and lounge seats located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space.

The space includes eight lounge chairs with tablet arms. Additionally, there will be eight public task seats, located at the computer workstations here.

Security: Staff at the Information/Reference/Youth Service Desk must be able to visually monitor activity here.

To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Equipment and service cables here will need to be secured against vandalism and theft.

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users identify the Teen Area. Signage here should include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. graphic novels, fiction, etc. If overhead signage is used, it must be placed a minimum of 89" above floor level and have letters and numbers at least 3" in height.

Technology/Power/Audiovisual: Computers in this area will be configured with additional output jacks and audio and video playback software for heavy multi-media use. Devices must be spaced to allow one machine to be used by multiple visitors at one time, e.g. for work on group homework projects. Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printer and the scanner located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the scanner located here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the Teen Area to provide flexibility for use of hand-held computing devices.

Components and Furnishings:

Teen Area	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, lounge, w/ tablet arms, public	8.0	chair	35.00	280
workstation, computer, sit-down w/ 1 seat	8.0	workstation	30.00	240
chair, task, public @ computer workstations (sq. ft. included w/ workstation)	8.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstations)	8.0	computer	n.a.	n.a.
printer, networked, public, atop supply cabinet	1.0	printer	12.00	12
cabinet, supply, for printer (sq. ft. included w/ printer)	1.0	cabinet	n.a.	n.a.
scanner, networked, public, on stand	1.0	scanner	12.00	12
stand, for scanner (sq. ft. included w/ scanner)	1.0	stand	n.a.	n.a.
shelving, 66", standard, for teen fiction books	12.0	section	10.30	124
shelving, 66", standard, for teen genre books	3.8	section	10.30	39
shelving, 66", standard for teen graphic novels	1.8	section	10.30	19
shelving, 66", slanted for teen magazine display	1.0	section	10.30	10
shelving, 66", standard, for teen magazine backfiles	0.5	section	10.30	5
Paperback, 4 tower - spinner w/ 576 vol. capacity per unit	1.0	section	25.00	26
workstation, computer, stand-up, public, for express OPAC use	1.0	workstation	16.00	16
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	1.0	computer	n.a.	n.a.
board, display, wall-mounted for posters, teen art projects	6.0	board	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				783

4.1 Quiet Reading/Study Area

352 sq. ft.

Functional Space Summary: The community needs assessment found that many library users—students in particular, school-age children, and adults need an area in the library that is conducive to quiet, focused study and reading. This will be especially important in the co-located Library for North Natomas, with a clear mission to serve student needs as part of its service goal of formal curriculum support, and the needs of adults and seniors for lifelong learning.

Because it is likely that this area may be heavily used by teens, care should be taken to clearly identify this as an area for quiet study and reading, in contrast with the Teen Area, that is designed to accommodate more social and collaborative work by this group.

This area should be acoustically protected and well separated from other areas of the library. It should be a separate room. The design and layout of the room should reinforce the idea that this is a place for quiet, focused work. The area will be furnished with eleven study carrels, all with access to power and data for user's hand-held computing devices.

The selection of carrel units and colors for this area should support it as a calm, quiet space. Task lighting can be considered here.

Spatial Relationships and Visual Control: The Quiet Reading/Study Area will be used by people who need a more focused, private study space, so it should be acoustically isolated, though not completely out of sight.

Adjacencies: None

Sight Lines To: None

Proximate: None

Occupancy: public, 5-11 seated at 1-place study carrels

Access: There should be sufficient space at each study carrel to allow patrons to simultaneously use books, papers and hand-held computing devices.

Acoustics: This is a designated quiet area, so care should be taken through the design of the location, room, doorways, and materials to ensure acoustic separation from noisier areas of the library.

Collections: None

Fenestration and Daylighting: Glazing/Interior windows will be needed here to provide a line of sight into this room. This visual connection will allow library users and staff to insure appropriate behavior here.

Filtered natural lighting is desirable here, but direct sunlight on the seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes should be durable, washable and renewable without undue expense. Carpet, for comfort and sound control, is the preferred floor finish.

The selection of carrel units and colors for this area should support it as a calm, quiet space.

Finishes on the carrels should be durable and vandal resistant. The work surfaces should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

If hardwiring is used at the carrels, wire management must be included in the furniture to manage cables and cords safely and attractively.

Furnishing styles and colors of the carrels should be in keeping with the interior design package for the library.

Flexibility and Expandability: Avoid using built-in units or ganged carrels, as it greatly diminishes flexibility for future furniture arrangement.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 30-40 foot-candles measured horizontally at the carrel's work surface (approximately 30"). If desired, task lighting can be included under the carrel's upper shelf for excellent illumination on the work surface. If task lights are employed, special care must be given to wire management and to lamps so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Eleven public task chairs will be required, one located at each of the individual carrels.

4.1 Quiet Reading/Study Area (continued)

Security: Glazing/Interior windows will be needed here to provide a line of sight into this room. This visual connection will allow library users and staff to insure appropriate behavior here.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: The primary technology requirement in this area is connections for user-supplied equipment, e.g. personal laptops brought to the library for homework or word processing. Provide wireless service and/or hardwiring at the carrels in this room to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per carrel, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the carrel's work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

If hardwiring is used at the carrels, wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space. These outlets should be wall-mounted at 15" above the finished floor.

Wireless service is required in this room for flexible use of users' hand-held computing devices.

Components and Furnishings:

Quiet Reading/Study Area	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
carrel, 1-place, public	11.0	carrel	32.00	352
chair, task, public @ carrels (sq. ft. included w/ carrel)	11.0	chair	n.a.	n.a.
Clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				352.0

4.2-4.4 Study/Tutoring Rooms A, B & C

180 sq. ft. (total)

These study/tutoring rooms are provided to support both formal curriculum for students and the lifelong learning activities of adults and seniors. Today's school curricula emphasize the importance of cooperative learning and one-on-one assistance with both remedial and accelerated coursework. Three study and tutoring rooms will be included in the Library for North Natomas to meet these needs. It is expected that the rooms will also be used for career and scholarship assistance counseling.

In addition to school-related uses, these rooms will lend themselves to literacy instruction and other small meeting/tutoring needs in the community.

The rooms will include two-person round tables as well as a third, occasional chair, to be pulled up as needed. All three rooms will need to have both wireless and hard-wired voice and data service. Each room should be equipped with a wall-mounted white-board. At least one wall of each room should be glazed so that library staff can monitor activity in the rooms.

Spatial Relationships and Visual Control: To simplify visual control of these three rooms, locate them within sight of one another. There should be an adjacency or line of sight relationship between these rooms and one of the service desks.

There should be an adjacency to the Career & Scholarship Center so that these rooms can be conveniently used for career/educational counseling needs.

Adjacencies: 2.2 Circulation Service Desk
 -or-
 3.1 Information/Reference/Youth Service Desk
 4.7 Career & Scholarship Center

Sight Lines To: All three rooms should have sight lines to one another

Proximate: None

Occupancy: public, 2-3 people per room, small table and side chair

Access: Access to the Study/Tutoring Rooms may be restricted, so each must include a locking door. The table in Study/Tutoring Room C should be ADA compliant, so that users in wheelchairs can participate at the table.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from these rooms to the library proper.

Collections: None

Fenestration and Daylighting: At least one wall of each room should be glazed so that library staff can monitor activity in the rooms.

4.2-4.4 Study/Tutoring Rooms A, B & C (continued)

Natural lighting is desirable, but not required in these spaces. If windows are included in the design they should not be operable and will require durable, easily adjusted shades.

Finishes: Wall finishes should be durable, washable and renewable without undue expense. The floors should be carpeted to aid in sound control and comfort.

Finishes on the 2-place tables and the chairs here should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors throughout the room should be in keeping with the interior design package for the library.

If hardwiring is used at the table, wire management must be included in the furniture to manage cables and cords safely and attractively.

Flexibility and Expandability: To support multiple uses of these spaces, hard-wired and wireless communications service is required.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 30-40 foot-candles measured horizontally at the table surfaces (approximately 30"). As an energy-saving feature, consider motion-activated light sensors in these spaces.

Plumbing: None

Seating: public, in each room include 2 reader chairs at a round table, plus one side chair.

Security: Access to the Study/Tutoring Rooms may be restricted, so each must include a locking door.

Staff must be able to monitor activity in the rooms, so at least one wall of each room must be glazed and must provide a sight line from a public service desk.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of each room must indicate the number/name/function of the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the rooms should each include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

4.2-4.4 Study/Tutoring Rooms A, B & C (continued)

Technology/Power/Audiovisual: The primary technology requirement in these three rooms is connections for user-supplied equipment, e.g. personal laptops brought to the library for homework or word processing. Provide one standard quad communications outlet (two voice & two data) co-located with associated power to serve computing devices that may be used in this space and also include wireless service here for flexibility.

If hardwiring is used at the tables, wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets should be wall-mounted at 6" above the work surface or 15" above the finished floor.

The library's public address system should be audible in these rooms.

Components and Furnishings (each room):

Study/Tutoring Rooms A	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, reader, public @ 2-place table	2.0	chair	22.00	44
table, 2-place, public, ADA compliant (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
chair, side, public, for occasional use	1.0	seat	16.00	16
board, white, wall-mounted	1.0	board	0.00	0
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				60

4.2-4.4 Study/Tutoring Rooms A, B & C (continued)

Study/Tutoring Room B	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, reader, public @ 2-place table	2.0	chair	22.00	44
table, 2-place, public (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
chair, side, public, for occasional use	1.0	seat	16.00	16
board, white, wall-mounted	1.0	board	0.00	0
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				60

Study/Tutoring Room C	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, reader, public @ 2-place table	2.0	chair	22.00	44
table, 2-place, public (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
chair, side, public, for occasional use	1.0	seat	16.00	16
board, white, wall-mounted	1.0	board	0.00	0
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				60

4.5 Computer Lab & Classroom

1,098 sq. ft.

Functional Space Summary: This space will serve multiple purposes as part of the library's plan of service. It will be used as an electronic classroom for library sponsored community classes in computer literacy, information literacy, community information resources, and specific computer program skills, and for library and school staff workshops to update technology skills. The Library Media Teacher who will work in the library will use this space for hands-on Information Literacy and technology training classes. This lab may be used to provide additional open public access computers during open hours at the discretion of library staff. Additionally, this lab may be used for training and classes when the library is closed and should have a separate entrance/exit to the outside and access to a restroom. The library security system should be zoned to allow this type of use.

The room will have 36 sit-down computer workstations, each with one seat. There will also be an instructor's station to include a lectern, a computer and a projection control console. A ceiling mounted projection system for on-line demonstrations to be projected on a permanent, automated pull-down screen.

Furnishings and peripheral devices will include a wall-mounted white board, a locking supply cabinet, two networked printers, and one networked scanner. If there are exterior windows, they should be equipped with blinds/shades to allow effective viewing of data projection.

Noise can be a problem in spaces with a concentration of computers, so that the click of 36 sets of computer keys can become highly distracting. Acoustical abatement construction and finish materials should be employed to help control noise levels.

All computer workstations and instructor equipment in the room should include equipment locks.

It is recommended that equipment specifications be finalized as late as possible in the project to take advantage of the most current, proven, product innovations.

Spatial Relationships and Visual Control: The Computer Lab and Classroom will be used for a variety of classes. An instructor will lead classes. However, library staff should have a visual connection to the lab so that they can help to monitor activity here.

Adjacencies: Restroom (secured access, for use when building is closed)
External access

Sight Lines To: 6.5 Staff Workspace or other staffed area

Proximate: None

Occupancy: 12-37

4.5 Computer Lab & Classroom (continued)

Access: Access to the Computer Lab and Classroom will be restricted, so it must include locking doors. Access will be provided for technology classes. The lab should have a separate entrance from outside the building and access to a restroom to allow for secure after hours use of the lab. The Security system should have separate zoning for this area to allow use when the library is closed. Open lab access during un-scheduled times will be at the discretion of the library staff, when additional public access computers are needed.

Seats at the computer workstation should be height adjustable.

Computers in the lab should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

One Computer Lab and Classroom workstation must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's *Section III General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: Sound insulation should be employed to reduce transmission of class noise from this space to the library proper, and sound-reducing acoustics will be needed inside the lab to facilitate teaching and concentration.

Collections: None

Finishes: Wall finishes should be durable, washable and renewable without undue expense. Walls will include a wall-mounted white board and an automated projection screen, which can each be viewed independently of one another. Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture and task chairs must be highly durable, as the computer stations will be used heavily, and finishes should be in keeping with the interior design elements of the library. Wire management will be required at each workstation to manage wires/cablings safely and attractively. Task chairs should be adjustable for individual differences.

Windows will require durable, easily adjusted darkening shades.

Fenestration and Daylighting: Interior windows/glazing are needed here to provide sight lines into the space in order to monitor activity here. Natural light through windows in exterior walls is desirable in this space, but if windows are included in the design, they must be fitted with durable, easily adjusted darkening shades.

Flexibility and Expandability: The lab should be designed with a technology infrastructure that can support opening day equipment and as yet unknown technology developments in the future. Although the computers in the lab will have hard-wired connections, the lab should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Because computers and high usage will likely raise the temperature of this space, the lab should be planned as a separate HVAC zone.

Consider using CO2 sensors here so that the mechanical system can “know” when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 20-30 foot-candles with all lights on. Provide separately controlled lighting for the instructor’s area in the room. The lighting should be dimmable or switch-able to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

Care should be taken with lighting to eliminate or reduce screen glare.

Windows will require durable, easily adjusted darkening shades.

Plumbing: None

Seating: One, adjustable task chair will be required at each of the 36 computer workstations. One, adjustable task stool will be required at the instructor’s station. Chairs/stool will need to be highly durable, adjustable, easily cleaned and comfortable for long-term use.

Security: Access to the technology-learning lab will be restricted, so it must include locking doors. Access will be provided for technology classes, and at the discretion of the library staff, when additional public access computers are needed.

4.5 Computer Lab & Classroom (continued)

Staff should be able to monitor activity in the lab so at least one wall of the space must be glazed and must provide a sight line from a staffed area of the library.

Equipment and service cables in the lab will need to be secured against vandalism and theft.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Computer Lab and Classroom. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: This community needs a flexible electronic classroom for instruction that supports both the formal curriculum of the neighboring schools, the lifelong learning needs of North Natomas residents of all ages, and the updated skills training needed by library staff who serve a rapidly growing population. The modern instructional techniques facilitated by this classroom will help prepare high school students for college and update the skills of stay-at-home parents for re-entry into the job market. The space will also be used for preparation for and administration of college entrance exams and other computer-based standardized tests.

This space will be accessible and used both during and after regular library hours. Therefore Internet connections to this space must be separately identified and secured to allow use of the facility without unauthorized access to the library's network. The Computer Lab and Classroom needs to be equipped with adjustable lighting levels, a ceiling-mounted video/data projection system and a loudspeaker system to support projection functions. Planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system, and projection system components which will be located at the instructor's station.

The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations in the lab must be networked to have access to the printers and the scanner located here.

4.5 Computer Lab & Classroom (continued)

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each printer and the scanner located here.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in this space to provide flexibility for use of hand-held computing devices.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

If an automatic projection screen is installed, it will require power and switching.

Provide one telephone service outlet/jack at the front of the room.

The library's public address system should be audible here.

4.5 Computer Lab & Classroom (continued)

Components and Furnishings:

Computer Lab & Classroom	Quantity	Item	SF/Item	Total SF
workstation, computer, flat screen, sitdown w/ 1 seat	36.0	workstation	28.00	1,008
chair, task, public @ computer workstations (sq. ft. included w. workstation)	36.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstations)	36.0	computer	n.a.	n.a.
workstation, computer, for instructor, to include projection system console	1.0	workstation	40.00	40
stool, task, staff (sq. ft. included w/ instructor workstation)	1.0	stool	n.a.	n.a.
console, for projection system, (sq. ft. included w/ instructor's workstation)	1.0	console	n.a.	n.a.
computer, flat screen, staff @ instructor workstation (sq. ft. included w/ instructor workstation)	1.0	computer	n.a.	n.a.
projection system, ceiling mounted	1.0	system	n.a.	n.a.
projection screen, ceiling automated	1.0	screen	n.a.	n.a.
lectern	1.0	lectern	10.00	10
board, white, wall-mounted	1.0	board	0.00	0
printer, networked, public atop supply cabinet	2.0	printer	12.00	24
cabinet, supply, for printer (sq. ft. included w/ printer)	2.0	cabinet	n.a.	n.a.
bin, recycling	1.0	bin	4	4
scanner, networked, public on stand	1.0	scanner	12.00	12
stand, for scanner (sq. ft. included w/ scanner)	1.0	stand	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				1,098

4.6 Copy Center

140 sq. ft.

Functional Space Summary: Copy machines and associated small equipment will be in high demand in the Library for North Natomas. The self-serve Copy Center will serve student needs, community library user needs and general walk-in traffic. In addition to the two public copy machines, one black & white and one color, and a debit/copy card vending machine, this space will contain a work counter with small equipment for document finishing.

This area needs to be within sight of the Information/Reference/Youth Service Desk for monitoring and should be adjacent to the central core of the library. The Copy Center needs to be somewhat separated for acoustical buffering, but not in an enclosed space.

Spatial Relationships and Visual Control: Staff at the Information/Reference/Youth Service Desk will assist users of the equipment as needed, so there should be a sight line between these two spaces. To easily serve walk-in traffic, the Copy Center should also have a line of sight to the entrance to the library proper.

To the extent that design allows, the Copy Center should be adjacent to the central core of the building and the General Reference Collection—these materials cannot be checked out of the library, so users will frequently copy from them.

Adjacencies: Central core
3.4 Reference Collection

Sight Lines To: 1.1 Public Entrance/Lobby/Gallery
3.2 Information/Reference/Youth Service Desk

Proximate: None

Occupancy: public, 1–4 standing at the machines and work counter

Access: There should be sufficient circulation space in the Copy Center to accommodate a person in a wheelchair or up to two simultaneous users at each photocopy machine.

Acoustics: The Copy Center space should be designed and located so that noise generated by the equipment here is effectively contained.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is acceptable here, but not required.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a

4.6 Copy Center (continued)

high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Finishes for the storage cabinet and work counter here should be in keeping with other interior design elements. Cabinets should be lockable and the counter surface should be scratch resistant and replaceable without undue expense. Include a generous backsplash on the counter to protect the wall above the counter from smudges and bumps from small equipment.

Flexibility and Expandability: The Copy Center should be in an alcove rather than a separate room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Copy machines emit particulates, so venting of this area must be sufficient to allow it to meet all current industry air quality standards.

Lighting, Artificial: 20-30 foot-candles minimum measured horizontally at the work counter or copy machine surface.

Plumbing: None

Seating: None

Security: Standard

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users find/identify the Copy Center. If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Copier equipment must be integrated with the library's network, both for ease of management/troubleshooting and in support of seamless service. This will be a heavily used area, especially for homework-related copying. One black & white, networked photocopier and one color, networked photocopier, each with a coin-op/debit card feature will be housed here, as will a debit-card vending machine.

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each copy machine, the coin/card payment devices, and the debit/copy card vending system.

The machines will need to be cabled for network capability with public/staff computers so that copy/print jobs can be sent directly to the photocopier.

4.6 Copy Center (continued)

Wire management for the copier and support small equipment should be planned at the work counter and behind the photocopy machine.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface or wall-mounted 15" above the finished floor.

Components and Furnishings:

Copy Center	Quantity	Item	SF/Item	Total SF
photocopier, B&W, networked, w/ coin/card op.	1.0	photocopier	45.00	45
coin/card operation unit associated w/ photocopier	1.0	unit	n.a.	n.a.
photocopier, color, networked, w/ coin/card op.	1.0	photocopier	45.00	45
coin/card operation unit associated w/ photocopier	1.0	unit	n.a.	n.a.
Debit/copy card vending station (located on top of work counter)	1.0	Unit	n.a.	n.a.
counter, 8'Lx 3'D + circulation for small equipment	1.0	counter	42.00	42
cabinet, storage, below counter, locking (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
stapler, public	1.0	stapler	n.a.	n.a.
paper cutter, safety rated, public	1.0	paper cutter	n.a.	n.a.
tape dispenser, public	1.0	dispenser	n.a.	n.a.
paper punch, 3-hole, public	1.0	punch	n.a.	n.a.
bin, recycling	2.0	bin	4.00	8
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				140.0

4.7 Career and Scholarship Center

146 sq. ft.

Functional Space Summary: The Library for North Natomas will support a cooperative environment between the Public Library, the Natomas Unified School District and Los Rios Community College District for at least the coming 20 years

Services offered by the Library for North Natomas will include a center to support the exploration of career and scholarship opportunities. Center services will be available to Inderkum High School students, American River College Natomas Center students, and the entire North Natomas community. Long-range plans for the center include not only resources, with an emphasis on electronic resources, but also professional guidance to assist users with career and scholarship research.

Initially, the center will be focused on provision of resources in the form of expanded access to pertinent databases provided by Sacramento Public Library and American River College. Future plans include the regularly scheduled services of a professional guidance counselor.

This will be a collaborative space where 2-3 people can work together to explore and discuss career and scholarship possibilities.

Spatial Relationships and Visual Control: This collaborative space should be easily located, so it should be visible. Multiple groups will sometimes work on career and educational planning, so it will be convenient for the Career & Scholarship Center to be adjacent to the Study/Tutoring Rooms.

To the extent that design allows, the Career & Scholarship Center should be adjacent to a service desk so that staff there can refer users to the center and monitor use of the rooms when counselor is not present.

Adjacencies: 2.2 Circulation Service Desk
-or-
3.2 Information/Reference/Youth Service Desk
4.2-4.4 Study/Tutoring Rooms

Sight Lines To: None

Proximate: None

Occupancy: staff/public, 2-3 at desk, table or computer station

Access: Access to the Career & Scholarship Center should be from a main path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with limited access. Desk furnishings, including the work surface and the task chair, should be height adjustable so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 78") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not necessary. Interior glazing should visually connect this room to adjacent library spaces.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition walls rather than load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at the desk. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at workstation, 2 staff/public adjustable task chairs at the second computer workstation here, and two public side chairs at the conference table.

Security: Access to this space is controlled. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Career & Scholarship Center. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A sliding staff nameplate slot may also be included here.

Technology/Power/Audiovisual: This area will support active Internet searching of college and career sites, and equipment must be positioned to allow two or more users to work together, viewing one screen at the same time. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the secondary computer workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Both computer workstations here should be networked to the dedicated printer located at the desk.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Career & Scholarship Center	Quantity	Item	SF/Item	Total SF
desk set, height adjustable, staff for career counselor	1.0	desk set	50.00	50
chair, task, staff (sq. ft. included w. desk set)	1.0	chair	n.a.	n.a.
computer, flat screen, staff @ desk (sq. ft. included w/ desk set)	1.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	1.0	printer	n.a.	n.a.
chair, side, staff @2-place conference table	2.0	chair	22.00	44
table, 2-place, staff (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
telephone handset	1.0	telephone	n.a.	n.a.
Workstation, computer sitdown w/ 2 seats	1.0	workstation	42.00	42
chair, task, staff @ computer workstation (sq. ft. included w/ workstation)	1.0	chair	n.a.	n.a.
computer, flat screen, staff @ workstation (sq. ft. included w/ workstation)	1.0	computer	n.a.	n.a.
shelving, 66", standard, for professional collection	1.0	section	10.30	10
file, mobile, under desk work surface	1.0	file	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				146.3

5.1 Children's Picture, New Books & Easy Readers

638 sq. ft.

Functional Space Summary: This area will serve the needs of the youngest children visiting the Library for North Natomas and is a key component in the library's reading readiness service goal. The North Natomas Community has a higher than average level of education, and a many residents live in families with children at home. Many families will know the importance of reading to, and with, young children to promote reading readiness. It is reasonable to believe that children and their caregivers will visit the Branch Library frequently to checkout picture books and to attend programs. The Library will need to provide a strong collection of picture books in an appealing setting, where youngsters and parents/caregivers can select books to take home and/or to read in the Library.

Walls and canopy shelf-tops here will be used for display of high interest or theme materials related to children's services and programming. Children and their families will enjoy books and magazines in this area. Two child-sized tables with chairs should be provided in this area for young children who wish to read or browse picture books or easy readers. Additionally, two two-place lounge seats should included to provide a space for parents, and/or caregivers, and children who wish to read together.

To maximize the library's efforts to seamlessly integrate information technology offerings across all age groups served, this area should provide appropriate computer stations designed to accommodate combined parent and child use. The equipment in this area will function as children's introduction to the library's technical capability and breadth of services, and may be the children's first use of a computer. Children with their parents/caregivers will use these computers to explore age appropriate educational software and web sites selected by staff and highlighted on the library's web-site children's page.

Spatial Relationships and Visual Control: This is the entrance to the children's area, which will provide core services to youngest children of North Natomas and their parents and caregivers. The area should be located prominently, near the entrance to the library proper, to capture children's interest and to draw children and families into the space.

The children's area of the library will be appropriately active and sometimes noisy, so it should be separate from adult areas and it should be well away from areas of the library meant for quiet reading and study.

This area includes children's picture books, new books, and easy readers and juvenile magazine collections. It will be important to provide a line of sight between this space and the Information/Reference/Youth Service Desk so that staff there can provide children and families with assistance and can monitor activity in the children's area. The Library for North Natomas will also provide proactive information services through a roving reference staff position that will serve this area as well as adult and teen areas.

5.1 Children's Picture Books & Easy Readers (continued)

To facilitate patron use of a variety of formats, this area should be adjacent to the Children's Audiovisual Media area. Also, if design considerations allow, this area should be adjacent to Children's Fiction to facilitate the transition from easy readers to chapter books. This children's section should be proximate to all children's collections and services in the library.

Adjacencies: 1.1 Public Entrance/Lobby/Gallery
5.4 Children's Audiovisual Media
5.5 Children's Fiction

Sight Lines To: 3.2 Information/Reference/Youth Service Desk

Proximate: Entire Children's Area

Occupancy: public, 4-12 seated at tables here, or at the two-person lounge seats, or browsing collections

Access: Collections here will be shelved in 42" high shelf units so that children will be able to access the collections. Stack aisles will be at least 42" wide to accommodate access by children and family members of all abilities.

The table and chairs here will be at child-height.

Acoustics: This area of the library will generate significant noise, because enthusiastic and energetic young children will play, read, and browse books with parents and siblings. The area should be designed so that young children can be appropriately noisy without infringing on the needs other library users. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Children's collections in this area will include:

- Children's new and display books, shelved in 42" high shelves with 8" or 10" shelves, with some books displayed face out;
- Children's Picture Books, shelved in 42" high shelves with 8" or 10" shelves;
- Children's Easy Reader Books, shelved in 42" high shelves with 8" or 10" shelves
- Children's magazine current issues, shelved in 42" high shelf units on slanted display shelves;

Shelving here will accommodate up to 3,250 books and 10 magazine titles.

Collection aisles in this entry/display area will be at least 42" wide to accommodate browsing and easy access by children and families of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 42" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: This space should set the tone for the children's area of the library, so the interior design should be colorful and playful and child appropriate, while retaining the vision of the overall design package. Include wall mounted display boards or tackable wall surfaces here to help set the tone of the space.

The main sign identifying this area should be appropriately designed to lead users into a child-focused space.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

All 42" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting

freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Seating: Eight child-sized reader chairs at two, round, 4-place tables, and two two-person lounge seats.

Security: This area should "contain" its young visitors so that toddlers do not wander off, out of sight of parents/caregivers. The picture book area should provide excellent, casual visual control by parents, staff and general library users throughout the picture book area, including between stacks.

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users locate the children's area, and the main sign here should be appropriately designed to lead users into a child-focused space. Signage here should also include end panel signs on all stacks to identify range contents. If overhead signage is used, it must be placed a minimum of 89" above floor level, with letters and numbers at least 3" high.

While ADA regulations require overhead signage to be hung at least 89" above the floor, all other signage here, and throughout the children's area, should be placed at a level that is appropriate for children of reading age, approximately 48"- 52".

Technology/Power/Audiovisual: The equipment in this area will function as young children's and parent's introduction to the library's technical capability and breadth of services. Young children, with their parents, will use these computers to explore educational software, to learn and practice basic skills such as spelling and math. North Natomas children and their parents will be familiar with computers from home and school, and will expect similar software and capabilities when they visit the library.

Cabling support should be sufficiently robust to ensure high levels of both flexibility and reliability. Workstations should not utilize shared communications outlets. Equipment should be positioned to allow parent-child computer use. Library staff must be able to move freely through the area,

assisting computer users on the spot, rather than requiring children to leave the workstations to queue at a service desk. Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations must be networked to the printer located here.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each printer located here. Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be floor-mounted or wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Picture Books & Easy Readers	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
workstation, computer, sit-down w/2 seats	4.0	workstation	40.00	160
chair, task, public @ workstations (sq. ft included w/workstations)	8.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	4	computer	n.a.	n.a.
networked printers, BW & Color	1	printer	12	12
chair, reader, child height public @ child-sized 4-place round table	8.0	chair	16.00	128
table, 4-place child height, public (sq. ft. included w/ chairs)	2.0	table	n.a.	n.a.
chair, lounge, 2-place	2.0	chair	40.00	80
shelving, 42", 12" shelf, slotted w/ dividers, for children's picture books	11.1	sections	11.25	171
shelving, 42", slanted, for children's magazines	1.1	section	10.30	11
shelving, 42", standard, for children's easy reader books	6.7	section	10.30	69
shelving, 42", standard, for children's new books	0.7	section	10.30	7
board, display, wall-mounted for posters etc.	4.0	board	n.a.	n.a.
Total				638.3

5.2 Open Access Computers for Children

347 sq. ft.

Functional Space Summary: This section of the Library will include ten sit-down computer workstations for children to use either on their own or with friends and family. This space and technology are directly linked to the library service goal of providing formal curriculum support. One networked printer and one networked scanner will be available to support the children's Open Access Computers.

In addition to the library's on-line system and the Internet, these workstations will be loaded with a variety of child-friendly software programs and learning tools.

Spatial Relationships and Visual Control: This area and the entire children's area should be somewhat separate from adult and teen library spaces, and should be well away from quiet reading and study areas.

Computer access will be a core service for the children's area of the library, so the Open Access Computers for Children should be proximate to all other services and collections provided in the children's area.

Staff from the Information/Reference/Youth Service Desk will frequently move through this public access computer area, monitoring activity, responding to questions and providing support for electronic research. Establish an adjacency or line of sight between this area and the information service desk.

In today's information climate, people routinely move between print and electronic information resources, so there should be an adjacency with the Children's Non-fiction collection.

Adjacencies: 3.2 Information/Reference/Youth Service Desk
5.3 Children's Non-fiction Books

Sight Lines To: None

Proximate: Entire Children's Area

Occupancy: public, 6-10 seated at computer workstations

Access: These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Task chairs at the workstations should be height adjustable, with simple mechanisms that offer a wide range of heights to accommodate children and family members.

Acoustics: The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly. Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program. Although the computers in this area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Seating: One, adjustable task chair will be required at each of 10 sit-down computer workstations here. Chairs will need to be highly durable, adjustable to comfortably fit children, and easily cleaned.

Security: Staff should be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have visual control of the area to avoid inappropriate behavior.

Equipment and service cables will need to be secured against vandalism and theft.

Signage: At the discretion of the library staff and planners, signage identifying the computer area here may be required. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high.

While ADA regulations require overhead signage to be hung at least 89" above the floor, all other signage here, and throughout the children's area, should be placed at a level that is appropriate for children of reading age, approximately 48"- 52".

Technology/Power/Audiovisual: The equipment in this area will function as children's introduction to the library's technical capability and breadth of services. Children and their families will use these computers to explore the library's catalog, learn and practice basic skills such as spelling and math, and visit the kid-friendly sites highlighted on the library's Web site. Many North Natomas children will be familiar with computers from home and school, and will expect to see similar software and capabilities when they visit the library.

Cabling support should be sufficiently robust to ensure high levels of both flexibility and reliability. Workstations should not share communications outlets. Equipment should be positioned to allow parent-child computer use. Library staff must be able to move freely through the area, assisting computer users on the spot, rather than requiring children to leave the workstations to queue at a service desk. Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations must be networked to the printer and scanner located here.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each printer located here.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

5.2 Open Access Computers for Children (continued)

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Components and Furnishings:

Open Access Computers for Children	Quantity	Item	SF/Item	Total SF
workstation, computer, sit-down w/1 seat	10.0	workstation	32.00	320
chair, task, public @ workstations (sq. ft included w/workstations)	10.0	chair	n.a.	n.a.
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	10	computer	n.a.	n.a.
printer, networked atop supply cabinet	2.0	printer	12.00	24
cabinet, supply for printer (sq. ft. included w/ printer)	2.0	cabinet	n.a.	n.a.
bin, recycling	1.0	bin	3	3
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				347.0

5.3 Children's Non-fiction Books

1,215 sq. ft.

Functional Space Summary: The children's Non-fiction collection will be housed here, along with four-place tables and chairs for studying and homework, and lounge chairs in the "stacks" to facilitate children's use these collections. This area is designed to support the library's service goal of formal curriculum support. This area will include children's nonfiction, magazines, and world languages collection. The various collections will need to be defined through interior design, shelf arrangement and signage.

One stand-up OPAC stations will be available so that users can conveniently refer to the library's on-line catalog while working in this collection area of the library. Shelf units will include slatwall stack ends for display.

Spatial Relationships and Visual Control: This area and the entire children's area should be somewhat separate from adult and teen library spaces, and should be away from quiet reading and study areas.

The children's Non-fiction collection will provide a core service. While this large space within the children's area should be highly visible, it should not be the first thing that library visitors should see as they enter the children's area.

Because children's collections are all inter-related, sight lines are needed between this space and the Children's Audiovisual Media Collections, and Children's Fiction. An adjacency with Children's Open Access Computers will facilitate children's use of a mix of print and electronic resources.

Staff from the Information/Reference/Youth Service Desk, will work with patrons in these collections, so this area should have a strong sight-line to the service desk.

Adjacencies: 5.2 Open Access Computers for Children

Sight Lines To: 3.2 Information/Reference/Youth Service Desk
5.4 Children's AV Media Collection
5.5 Children's Fiction

Proximate: Entire Children's Area

Occupancy: public, 8-24 seated at tables or lounge chairs, or browsing collections

Access: Collections here will be shelved on 66" high shelf units so that children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

Tables and chairs here will be child-height.

One of the four, 4-place tables here should be ADA compliant, to accommodate young users in wheelchairs.

Acoustics: The Children's Non-fiction Books should not pose unusual noise or sound control issues within the children's services area. However, the entire children's services area should be acoustically separated from the general public space, and well away from quiet reading areas.

Collections: The Children's Non-fiction Books will include:

- Children's nonfiction, shelved in 66" high units with 8" or 10" shelves;
- Children's world language books, shelved in 66" high units with 8" or 10" shelves;
- Children's magazines housed on slanted 66" high shelving

Shelving here will accommodate up to 12,400 volumes, and 10 magazine titles.

All collection aisles in the Children's Non-fiction Books will be 42" wide to accommodate access by young library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up

to repeated cleaning. Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

All 66" shelf units should include canopy tops for a finished and tidy look.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

Wireless service and/or hardwiring should be available at the user tables and wireless service will be needed at the lounge seats in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving. Sixteen, child height reader seats will be required at 4 tables. One table should be ADA compliant. Additionally 4 lounge seats will be provided adjacent to the shelving.

Security: To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. In this and all areas of children's services, staff and the public should be able to keep a casual eye on activity here.

Signage: As part of a uniform, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. nonfiction, fiction, easy readers, etc.

While ADA regulations require overhead signage to be hung at least 89" above the floor, all other signage here, and throughout the children's area, should be placed at a level that is appropriate for children of reading age, approximately 48"- 52".

Technology/Power/Audiovisual: Provide wireless service for the user tables and lounge chairs in this area to allow for use of laptop computers and other hand-held computing devices.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Non-fiction Books	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
chair, reader, child height, public @ 4-place tables	20.0	chair	25.00	500
table, 4-place, child height, public (sq. ft. included w/ chairs)	4.0	table	n.a.	n.a.
table, 4-place, child height, public (sq. ft. included w/ chairs) ADA compliant	1.0	table, ADA	n.a.	n.a.
lounge chairs	4.0	chair	35	140
shelving, 66", standard, for children's nonfiction books	50.0	section	10.30	515
shelving, 66", standard, for children's world language books	2.6	section	10.30	27
shelving, 66", slanted, for children's magazines	0.8	section	10.30	9
shelving, 66", standard, for children's magazine backfiles	0.8	section	10.30	8
workstation, computer, stand-up, public, for express OPAC use	1.0	workstation	16.00	16
computer, flat screen, public @ workstations (sq. ft. included w/ workstation)	1.0	computer	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				1215

5.4 Children's Audiovisual Media Collection

225 sq. ft.

Functional Space Summary: Children and their families will browse through this collection to find audiovisual materials to checkout for home use. This will be an active area supporting the library's role of providing popular materials with collections of DVDs, CDs, computer software, CD-ROMs, children's audiovisual kits and space for future audiovisual formats. Collections will be shelved in 42" high shelving units, some equipped with audiovisual browser bins.

Libraries and their users are increasingly choosing the DVD format over the video format. Therefore, videos are not included in the Library for North Natomas Children's Audiovisual Media Collections.

To facilitate patron integration of various media forms this area should be connected to the other children's collections.

2 lounge seats in this area will facilitate browsing and closer examination of selections by patrons, or may provide a spot to rest for parents while children browse.

Spatial Relationships and Visual Control: This entire children's area should be somewhat separate from adult and teen library spaces.

The Children's Audiovisual Media Collection will provide a core service. These popular collections will be central to children's services, and they should be proximate to all other children's collections and services. Because children's collections are all inter-related, adjacency is recommended between this space and the Children's Picture Books & Easy Readers, and Children's Fiction.

Staff from the Information/Reference/Youth Service Desk, will work with young visitors and their families in these collections, so this area should have a line of sight relationship with the service desk.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Adjacencies: 5.1 Children's Picture Books & Easy Readers
5.5 Children's Fiction

Sight Lines To: 3.2 Information/Reference/Youth Services Desk
5.3 Children's Non-fiction

Proximate: Entire Children's Area

Occupancy: public, 3-9 browsing collections

Access: Collections here will be shelved on 42" high shelf units so that children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

Acoustics: The Children's Audiovisual Media Collection should not pose unusual noise or sound control issues within the children's services area. However, the entire children's services area should be acoustically separated from the general public space, and well away from quiet reading areas.

Collections: Audiovisual resources for children will be shelved here on 42" high shelf units. The shelf uprights will accommodate standard shelves for audiobooks, CD-ROMs, and computer software, or A-V browsing bins for CDs, and DVDs, and also hanging rods for children's A-V kits.

All collection aisles in the Children's Audiovisual Media Collections will be 42" wide to accommodate access by young library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 42" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

All 42" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy. Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Seating: 2 lounge seats.

Security: To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

In this, and all areas of children's services, staff and the public should be able to keep a casual eye on activity here.

Signage: As part of a uniform, flexible, easily updated signage system, signs will be needed to help library users find/identify the audiovisual shelves. Signs will be needed on the shelf units and/or end panels to differentiate between audiovisual collections/formats. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high.

While ADA regulations require overhead signage to be hung at least 89" above the floor, all other signage here, and throughout the children's area, should be placed at a level that is appropriate for children of reading age, approximately 48"- 52".

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

5.4 Children's Audiovisual Media Collection (continued)

Components and Furnishings:

Children's Audiovisual Media Collection	Quantity	Item	SF/Item	Total SF
chair, lounge, public	2.0	chair	35.00	70
shelving, 42", AV browse bins, for children's DVDs	3.8	section	10.30	39
shelving, 42", AV browse bins, for children's music CDs	1.1	section	10.30	11
shelving, 42", standard, for children's books on tape & CD	3.3	section	10.30	34
shelving, 42", w/ hanging rods, for children's AV kits	1.1	section	10.30	11
shelving, 42", standard, for children's CDROM & software	4.0	section	10.30	41
shelving, 42", standard, for children's new AV formats	1.7	section	10.30	17
Total				225

5.5 Children's Fiction

447 sq. ft.

Functional Space Summary: Community analysis and community input showed that the North Natomas Community has a higher than average level of education, and many residents live in families with children at home. It is expected that these families will value reading for children and families together. This area and collections support the library's service goals of formal curriculum and the provision of popular materials. This area will be heavily used but should provide a comfortable feel away from heavy traffic areas. Comfortable lounge seating should be provided to facilitate browsing and encourage reading.

Children's fiction will be shelved on 66" high shelving and children's genre materials will be shelved on 42" high shelving.

Mass-market paperbacks will be shelved on an open 4-tower spinner rack.

Spatial Relationships and Visual Control: This area and the entire children's area should be somewhat separate from adult and teen library spaces, and should be well away from quiet reading and study areas.

Because children's collections are all inter-related, this area should be proximate to all other children's areas. Sight lines are needed between this space and the Children's Non-fiction area. An adjacency with the Children's Picture Books & Easy Readers section will facilitate the transition for young children ready to move up from easy readers to chapter books.

Staff from the Information/Reference/Youth Service Desk, will work with young children and families in these collections, so this area should have a line of sight relationship with the service desk.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Adjacencies: 5.1 Children's Picture Books & Easy Readers
5.4 Children's Audiovisual Media

Sight Lines To: 3.2 Information/Reference/Youth Services Desk
5.3 Children's Non-fiction

Proximate: Entire Children's Area
1.4 Multi-purpose Meeting/Program Room

Occupancy: public, 6-12 seated at lounge seats; or
browsing the collections

Access: Collections here will be shelved on 66" or 42" high shelf units so that young children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

Acoustics: Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: The Children's Fiction will be shelved on 66" high and 42" high units with 8" or 10" shelves, and an open 4-spinner paperback tower with capacity for 576 volumes. Shelves here will provide space for up to 3,900 volumes.

All collection aisles in the Children's Picture Books will be 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 42" and 66" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here must be especially durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish, and must be able to stand up to frequent cleaning.

Finishes on the tables and the chairs should be durable and washable. The tabletops should be replaceable or able to be refinished. Avoid using upholstery on the chairs at the toddler's table. Upholstery on the 6 lounge seats must be highly durable, easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library.

Shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops here for appearance and sturdiness.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader tables and the lounge seats located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating will include six lounge seats.

Security: Staff at the Information/Reference/Youth Service Desk should be able to visually monitor activity here.

Signage: As part of a uniform, flexible, easily updated signage system, include end panel signs or shelf lip signs on all stacks to identify range contents. To identify the picture book area, it will be a library and planning staff decision whether to use signage or design/décor elements, or both to define the usage.

While ADA regulations require overhead signage to be hung at least 89" above the floor, all other signage here, and throughout the children's area, should be placed at a level that is appropriate for children of reading age, approximately 48"- 52".

5.5 Children's Fiction (continued)

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Fiction	Quantity	Item	SF/Item	Total SF
lounge chairs	6.0	chair	35.00	210
shelving, 66", standard, for children's fiction books	12.8	section	10.30	132
shelving, 42", standard, for children's genre books	7.7	section	10.30	79
Paperback, 4 tower - spinner w/ 576 vol. capacity per unit	1.0	section	25.00	26
total				447

6.1 Branch Manager's Office

130 sq. ft.

Functional Space Summary: The Library for North Natomas Manager will handle a variety of duties, including personnel and public relations, and will need to have a private office. The office needs an adjustable desk, an adjustable ergonomic chair, a lateral file, two guest chairs and one section of full height wood or steel shelving. The desk must accommodate a computer, dedicated printer and telephone.

An exterior window is strongly desirable, and an operable window is preferred.

Spatial Relationships and Visual Control: For supervisory reasons, this office should have a line of sight to the Staff Workspace. And to the extent that design allows, the office should be adjacent to other staff offices to promote collaboration with the Branch Manager and if possible accessible to the public without having to travel through staff workspace.

Adjacencies: 6.2 Library Media Teacher & Young Adult Lib. office
6.4 Youth Services Librarian and Technology Tech. Office

Sight Lines To: 6.5 Staff Workspace

Proximate: All staff areas

Occupancy: staff/public, 1-3 seated at desk or in guest chairs

Access: Access to the Branch Manager's Office should be from a path of travel that is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings, including the desk work surface and the task chair, should be height adjustable so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 78") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing should visually connect this space to adjacent spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Exterior windows should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition walls rather than load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desk.

As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at workstation and two public guest chairs.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If windows here are operable they must be coordinated with the building security alarm system.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Branch Manager's Office. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A sliding nameplate slot may also be included here.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively

Components and Furnishings:

Branch Manager Office	Quantity	Item	SF/Item	Total SF
desk set, height adjustable, staff	1.0	desk set	50.00	50
chair, task staff @ desk (sq. ft. included w/ desk set)	1.0	chair	n.a.	n.a.
computer, flat screen, staff @ desk (sq. ft. included w/ desk set)	1.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	1.0	printer	n.a.	n.a.
telephone, handset	1.0	telephone	n.a.	n.a.
chair, guest	2.0	chair	22.00	44
shelving, 78", wood or steel, for professional collection	2.0	section	10.30	21
file, lateral	1.0	file	15.00	15
board, bulletin	1.0	board	n.a.	n.a.
key closet, locking, wall mounted	1.0	key closet	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
Total				130

6.2 Library Media Teacher & Young Adult Librarian Shared Office

172 sq. ft.

Functional Space Summary: Two staff members will share this office—the Library Media Teacher and the Young Adult Librarian. Requirements for each person will be the same, and will include an adjustable desk, an adjustable ergonomic chair, a lateral file and one section each of full height shelving. Each desk must accommodate a computer, dedicated printer and telephone. One guest chair will be available in the office.

An exterior window(s) is strongly desirable, and an operable window is preferred.

Spatial Relationships and Visual Control: To promote staff collaboration, this office should be located adjacent to other staff offices.

Adjacencies: 6.1 Branch Manager's Office
6.4 Youth Services Librarian & Technology Tech. Office

Sight Lines To: None

Proximate: all staff workspaces

Occupancy: staff/public, 1–3 seated at desks or in guest chair

Access: Access to the office should be from a path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings, including the desk work surfaces and the task chairs, should be height adjustable so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on two sections of full-height (approx. 78") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing should visually connect this space to adjacent spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Exterior windows should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition walls rather than load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desks. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at each staff desk and one public guest chair.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If windows here are operable they must be coordinated with the building security alarm system.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Office. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Sliding nameplate slots may also be included here.

6.2 Library Media Teacher & Young Adult Librarian Shared Office (continued)

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the two workstations, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively

Components and Furnishings:

Library Media Teacher & Young Adult Librarian Shared Office	Quantity	Item	SF/Item	Total SF
desk set, height adjustable, staff	2.0	desk set	50.00	100
chair, task staff @ desk (sq. ft. included w/ desk set)	2.0	chair	n.a.	n.a.
computer, flat screen, staff @ desk (sq. ft. included w/ desk set)	2.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	2.0	printer	n.a.	n.a.
telephone, handset	2.0	telephone	n.a.	n.a.
chair, guest	1.0	chair	22.00	22
shelving, 78", wood or steel, for professional collection	2.0	section	10.30	21
file, lateral	2.0	file	15.00	30
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				172

6.3 Circulation Supervisor Office

97 sq. ft.

Functional Space Summary: The Circulation Supervisor at the Library for North Natomas will have a variety of duties and on occasion she/he will need to speak privately with library users or library staff. This private office should include an adjustable height desk, an adjustable ergonomic chair, a lateral file, a guest chair and one section of full height shelving. The desk must accommodate a computer, dedicated printer and telephone.

Spatial Relationships and Visual Control: To promote staff collaboration and supervisory effectiveness, this office should be adjacent to the Circulation Service Desk and the Staff Workspace.

To the extent that design allows, the office should be provide sightlines to the Express checkout area, the Returns & Sorting area, and the staff/delivery entrance.

Adjacencies: 2.2 Circulation Service Desk
6.5 Staff Workspace

Sight Lines To: 2.1 Express Checkout
6.6 Returns & Sorting
6.8 Staff entrance/deliveries

Proximate: all staff work areas

Occupancy: staff/public, 1-2 seated at desk or guest chair

Access: Access to the office should be from a path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings, including the desk work surface and the task chair, should be height adjustable so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 78") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing should visually connect this space to adjacent spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Exterior windows should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition walls rather than load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desk. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at the desk and one public guest chair.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If windows here are operable they must be coordinated with the building security alarm system.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Office. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A sliding nameplate slot may also be included here.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively

Components and Furnishings:

Circulation Coordinator Office	Quantity	Item	SF/Item	Total SF
desk set, height adjustable, staff	1.0	desk set	50.00	50
chair, task staff @ desk (sq. ft. included w/ desk set)	1.0	chair	n.a.	n.a.
computer, flat screen, staff @ desk (sq. ft. included w/ desk set)	1.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	1.0	printer	n.a.	n.a.
telephone, handset	1.0	telephone	n.a.	n.a.
chair, guest	1.0	chair	22.00	22
shelving, 78", wood or steel, for professional collection	1.0	section	10.30	10
file, lateral	1.0	file	15.00	15
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
Total				97

6.4 Youth Services (Children's) Librarian & Technology Technician Shared Office

174 sq. ft.

Functional Space Summary: Two staff members will share this office—the Youth Services (Children's) Librarian and the Technology Technician. Each person has somewhat different office requirements.

Provide the Youth Services Librarian with a desk, an adjustable ergonomic chair, a lateral file and one section of full height shelving. Program preparation space for this staff person will be located in the shared Staff Workspace (Area 6.5).

Provide the Technology Technician, with a desk, an adjustable ergonomic chair, a lateral file, one section of full height shelving. Include parking space for two equipment carts.

Spatial Relationships and Visual Control: To promote staff collaboration, this office should be located adjacent to other Staff offices.

Adjacencies:

- 6.1 Branch Manager's Office
- 6.2 Library Media Teacher & Young Adult Librarian office

Sight Lines To: None

Proximate: all Staff Workspaces

Occupancy: staff, 1–2 at desks

Access: Access to the office should be from a path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings, including the desk work surfaces and the task chairs, should be height adjustable so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on two sections of full-height (approx. 78") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing should visually connect this space to adjacent spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Exterior windows should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Interior glazing should include blinds so that privacy can be achieved as needed.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition walls rather than load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desks. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at each staff desk.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If windows here are operable they must be coordinated with the building security alarm system.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Office. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Sliding nameplate slots may also be included here.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively

Components and Furnishings:

Youth Services (Children's) Librarian & Technology Technician Shared Office	Quantity	Item	SF/Item	Total SF
desk set, height adjustable, staff	2.0	Desk set	50.00	100
chair, task staff @ desk (sq. ft. included w/ desk set)	2.0	Chair	n.a.	n.a.
computer, flat screen, staff @ desk (sq. ft. included w/ desk set)	2.0	Computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	2.0	Printer	n.a.	n.a.
telephone handset	2.0	Telephone	n.a.	n.a.
shelving, 78", wood or steel, for professional collection	2.0	Section	10.00	20
file, lateral	2.0	File	15.00	30
equipment cart	2.0	Cart	12.00	24
clock, wall, battery powered	1.0	Clock	n.a.	n.a.
receptacle, trash	2.0	Receptacle	in GSF	in GSF
Total				174.0

6.5 Staff Work Area

458 sq. ft.

Functional Space Summary: When staff is not working directly with the public, they will use this space to accomplish back-of-house tasks. Library volunteers and student assistants will also work here. The space should facilitate collaboration, but also allow individual staff members to concentrate on demanding tasks. People and book trucks will constantly move through this space, so considerable care needs to be given to planning traffic patterns and acoustics. Lighting must be sufficient to accomplish deskwork and must also avoid computer screen glare.

Five modular workstations will be shared here, with different staff members using them throughout the workday. It will be important that both task chairs and workstation work surfaces be easily adjustable. Each workstation will need a computer, a phone handset, and a set of under-desk files. Three of the workstations will require barcode readers. Furnishings should be selected that meet ergonomic standards and that are adjustable to individual needs.

A programming preparation island is needed with a counter at standing height (approximately 36"-39"), with storage space below for poster board, markers, etc. Staff using this island should be able to approach it from at least three sides.

The Staff Workspace includes shelving, parking space for book trucks, a supply cabinet, bulletin and white boards, shared printers and a staff copy machine.

Wall and corner finishes should include bumpers for book trucks. This will be a high traffic area with continual movement of book trucks and other materials between this space and other parts of the library.

Entrances to this space need to be extra wide, designed so that doors are easily opened when pushing carts, etc. between this and adjacent spaces

Exterior windows are highly desirable, and operable windows are preferred.

When designing this space, the architects and interior designers should work closely with library staff and administrators.

Spatial Relationships and Visual Control: The library Staff Workspace is the hub of all back-of-house areas in the library. A direct adjacency is needed between this space and the Staff Delivery and Entrance, and Returns & Sorting areas. To promote staff collaboration and supervisory effectiveness proximity is and all staff offices. For convenience a proximate relationship is needed between the Staff Workspace and the Staff Lounge.

6.5 Staff Work Area (continued)

Adjacencies:	6.3	Circulation Supervisor's Office
	6.6	Returns & Sorting
	6.7	Storage
	6.8	Staff/Mail/Deliveries Entrance
	6.10	Staff Restroom
Sight Lines To:	4.5	Computer Lab & Classroom
	6.1	Branch Manager's Office
Proximate:	all staff workspaces & offices	
	6.9	Staff Lounge
Occupancy:	staff, 3-8 at workstations or the work counter	

Access: Access to the library Staff Workspace should be from a path of travel through the library, which is at least 42" wide. The doorway into the area must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Shared, modular staff workstations here must be height adjustable, including the work surfaces and the task chairs, so that they can be used efficiently and comfortably by a variety of people, including people with disabilities.

Acoustics: The space should be open, but should also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer workstations in the Staff Workspace, to prevent noise from intruding unduly and causing problems with concentration.

Collections: Items being processed, programming collections, materials in need of mending, and other miscellaneous collections will be housed here on 4 sections of 78" steel shelving.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Walls in the library Staff Workspace should have finishes that are durable, washable and easy to renew. Corners and walls here should be equipped with bumpers, because book trucks will be moved in/out of this space. Carpet is the preferred flooring for comfort and sound control. The workstations must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

All work surfaces, at the workstations and at the work island, must be scratch resistant. Choice of finishes for cabinetry, workstations, etc. should be in keeping with the interior design package for the library. Metal equipment such as files and shelving, should have an epoxy finish for durability.

Flexibility and Expandability: The staff workstations should be modular so that they can be moved and/or reconfigured as necessary, and they must be adjustable to meet the needs of staff with differences or disabilities. Technology and power should be sufficient to allow the workstations to be placed elsewhere in the room—include wireless service to support this flexibility.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at each modular workstation.

Plumbing: None

Seating: Five staff adjustable task chairs at workstations.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

If windows here are operable they must be coordinated with the building security alarm system.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the library Staff Workspace. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each workstation location, including one on each side of the work island, mounted on the wall 6" above the work surface or 15" above the finished floor.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each of the two staff printers.

6.5 Staff Work Area (continued)

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the copy machine. The copy machine will need to be cabled for network capability with staff computers so that copy/print jobs can be sent directly to the photocopier.

Wire management for the copier and for the associated support small equipment should be planned at the work counter and behind the photocopy machine.

Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be mounted 15" above the finished floor.

Provide a telephone service outlet to accommodate one handset at each staff modular workstation.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Include wireless service in this area for flexibility of staff furnishing arrangements.

Components and Furnishings:

Staff Workspace	Quantity	Item	SF/Item	Total SF
wireless service	1.0	service	n.a.	n.a.
workstation, modular, shared by library assistants, 5' x 6' & 25% circ. space	3.0	workstation	38.00	114
workstation, modular, shared by volunteer s& student assistants, 5'x6' & 25% circ. space	2.0	workstation	38.00	76
chair, task, staff @ workstations (sq. ft. included w/ workstations)	5.0	chair	n.a.	n.a.
computer, flat screen, staff @ workstations (sq. ft. included w/ workstations)	5.0	computer	n.a.	n.a.
file, mobile, under work surface	5.0	file	n.a.	n.a.
barcode reader @ 3 workstations (sq. ft included w/ workstations)	3.0	reader	n.a.	n.a.
telephone handset	5.0	telephone	n.a.	n.a.
photocopier, networked, w/faxing capability, staff	1.0	photocopier	40.00	40
counter, work, 3'Lx2'D+ circulation, for small equipment to support photocopier & general use	1.0	counter	12.00	12
cabinet, storage, below counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
stapler, staff	1.0	stapler	n.a.	n.a.
paper cutter, safety rated, staff	1.0	paper cutter	n.a.	n.a.
tape dispenser, staff	1.0	dispenser	n.a.	n.a.
paper punch, 3-hole, staff	1.0	punch	n.a.	n.a.
printer, networked, staff atop supply cabinet	2.0	printer	12.00	24
cabinet, supply, for printer (sq. ft. included w/ printer)	2.0	cabinet	n.a.	n.a.
bin, recycling	1.0	bin	4.00	4
island, work counter, 6'Lx6'D + circulation, for programming preparation	1.0	counter	75.00	75
cabinet, storage, below counter (sq. ft. included w/ island work counter)	1.0	cabinet	n.a.	n.a.
shelving, 78", standard, for staff needs	4.0	section	10.30	41
book truck	6.0	truck	8.00	48
cabinet, supply	2.0	cabinet	12.00	24
board, bulletin	1.0	board	n.a.	n.a.
board, white	1.0	board	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				458

6.6 Returns & Sorting

191 sq. ft.

Functional Space Summary: Library borrowers will return their materials to the library via return drops located along the building exterior, or through interior return drops located along the main path of travel into the library proper. Each return location will include three return slots—one for books, one for children's books and one for audiovisual materials. This will allow for automatic presorting of materials into categories for increased efficiency in the returns process. The exterior return slots must deposit on the inside of the Branch, into an enclosed, fire-rated and vandal resistant room.

Depressible book bins (approximately 2'x2'x2') will be placed under the slanted opening of each return slot, to catch the returning materials.

Staff working in this area will discharge the returned items and place them on book trucks for re-shelving. The return slot areas needs to be designed to prevent the noise of materials dropped through the slots from intruding unduly into either public or staff spaces.

The sorting area needs to accommodate up to 10 book trucks at a time. Two, 30 square foot workstations will be located here, each with an on-line monitor, and a sensitizer/barcode reader. The workstations should be height adjustable, because several staff members will share the workstations over the course of the day.

Staff will continually move full trucks out of the space and bring empty trucks into it. There must be sufficient space to maneuver these trucks as well as to park them. An extra wide door from this space into other areas is necessary. The space must be equipped with corner and wall guards to protect against the impact of trucks and bins.

At a future date, if the library chooses to use RFID technology for automated materials returns, manual return slots can be replaced with an automatic, conveyor-belt-type slot or other device yet to be developed. Consequently, space for the Returns & Sorting Area should be sufficiently sized to support an automated system, and empty conduit and j-boxes should be placed in the walls during construction. Planners should consult the vendor's technical representative, TechLogic™ or equivalent, for recommended conduit and J-box layout to support an automated materials handling system if it is desired at a future date.

Spatial Relationships and Visual Control: Efficiency requires direct adjacencies between this area and the Materials Return Slots, the Staff Workspace, and the Staff/Mail/Deliveries Entrance where shared borrowing couriers will pickup materials that have been returned and sorted here.

Adjacencies: 1.2 Materials Return Slots
6.5 Staff Workspace
6.8 Staff/Mail/Deliveries Entrance

Sight Lines To: 6.3 Circulation Supervisors Office

Proximate: All staff work areas

Occupancy: staff, 2-3 at returns workstations or open space

Access: Access to the Returns & Sorting area will be restricted to staff. Access must be from a path of travel through the library, which is at least 42" wide. The doorway into the area must be at least 36" wide to accommodate passage of a wheelchair. The returns workstations must have height adjustable work surfaces and task stools so that staff members with either differences or disabilities can use the workstations efficiently and comfortably.

Acoustics: Materials Return Slots, and sorting and handling duties can be noisy functions in a library so the Returns & Sorting area should be acoustically buffered so that noise generated here does not unduly impact either library staff or the public.

Collections: 78" high shelving will be located here to accommodate returned materials that require additional attention.

Fenestration and Daylighting: The Returns & Sorting area will not require natural light. If windows are used in this area they should be located high enough in the walls so that they do not interfere with book trucks or shelf units that support duties here.

Finishes: Walls here should have finishes that are durable, washable and easy to renew. Corners and walls should be equipped with bumpers, because numerous book trucks will be moved in/out of this space. Carpet is the preferred flooring for comfort and sound control.

Flexibility and Expandability: All returns workstations and task stools should be adjustable to meet the needs of staff with differences or disabilities.

The library will want to have future flexibility to convert to an automated, RFID returns system, if desired, in the years ahead. Consequently, space for the return slots and the associated Returns & Sorting Area will need to be sufficiently sized, and empty conduit and j-boxes should be placed in the walls during construction. Planners should consult the vendor's technical representative, TechLogic™ or equivalent, for recommended conduit and J-box layout to support an automated materials handling system at a future date.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency. Good ventilation in this area will be important, because returning materials will produce dust and other particulates as they are handled and sorted.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the returns station work surfaces and carefully planned to avoid computer screen glare.

Plumbing: None

Seating: One staff adjustable task stool will be needed at each of the two returns workstations.

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will need to surround return bins that receive materials from the exterior return slots. Provide an automated fire detection door closure system in this area.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the room. Room signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille. A "staff only" designation sign should also be included here if the room is accessible from a public area.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each returns workstation location and two additional outlets in the room for flexibility in the arrangement of the work stations, mounted on the wall 6" above the work surface or 15" above the finished floor.

Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be mounted on the wall 15" above the finished floor. Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

At a future date, if the library chooses to use RFID technology for automated materials returns, manual return slots will be replaced with an automatic conveyor-belt-type slot or other device yet to be developed. Consequently, space for the return slots and the associated Returns & Sorting Area will need to be sufficiently sized, and empty conduit and j-boxes should be placed in the walls during construction. Planners should consult the vendor's technical representative, TechLogic™ or equivalent, for recommended conduit and J-box layout to support an automated materials handling system at a future date.

Components and Furnishings:

Returns & Sorting	Quantity	Item	SF/Item	Total SF
workstation, adjustable height, returns, staff, for returned materials handling	2.0	workstations	30.00	60
stool, task, staff @ returns workstations (sq. ft. included w/ workstations)	2.0	stool	n.a.	n.a.
computer, flat screen, staff @ returns workstations (sq. ft. included w/ workstations)	2.0	computer	n.a.	n.a.
bin, return, depressible, on casters, extra bins to be placed under return slots as needed	3.0	bin	10.00	30
book truck	10.0	truck	8.00	80
shelving, 78", standard, for snags, damaged items, etc	2.0	sections	10.30	21
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				191

6.7 Supplies & Equipment Storage

66 sq. ft.

Functional Space Summary: General storage will be needed for library supplies and equipment. Standard, 84" shelving will be used here and some floor space will be kept open for boxes or other bulky storage items.

Spatial Relationships and Visual Control: While no direct adjacencies or sight lines are required, if possible the storage area should be adjacent or convenient to staff in the Staff Workspace. This area for supplies and storage may be separated into two areas on different sides of the building to accommodate storage needs as long as the design meets all other requirements.

Adjacencies: 6.5 Staff Workspace

Sight Lines To: None

Proximate: None

Occupancy: No continuous occupancy, 1 staff when occupied

Access: Access to the Supplies & Equipment Storage should be off of a corridor/room with at least 42" of available width to maneuver dollies/boxes, and wheelchairs in/out of the storage area. The door to this room should be locking and should be at least 36" wide to facilitate moving materials in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though materials will be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: It is not expected that this small space will be used for other functions.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

6.7 Supplies & Equipment Storage (continued)

Seating: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/number/name/function of the room. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power in this room.

Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Supplies & Equipment Storage	Quantity	Item	SF/Item	Total SF
shelving, 84", standard, for storage	4.0	section	10.00	40
open floor space for storage of boxes, etc.	1.0	space	26.00	26
total				66.0

6.8 Staff/Mail/Deliveries Entrance

65 sq. ft.

Functional Space Summary: This entrance will be used by the library staff and by delivery personnel. For safety, it will need to be well-lighted both outside and inside the building, and it will need to have an overhang on the exterior to protect people from the weather. A secure, exterior, coded access pad is needed here so that delivery personnel with clearance can enter the building whether or not staff are near the door.

Staging of delivery tote boxes for shared borrowing will occur here. Staff mailboxes will also be housed here in a wall-hung unit with individual boxes (pigeon holes), and a mail sorting and delivery counter below.

Spatial Relationships and Visual Control: Staff and delivery personnel working directly with staff will use this entrance regularly, so it must be within sight or have an approximate adjacency to the Staff Workspace

To the extent that design allows, this area should be adjacent to the Returns & Sorting area where materials are prepared for the delivery personnel who will pickup them up at this entrance.

To ensure visual control, the exterior door to this entrance must have either a secure “peep hole” or safety glass glazing.

- Adjacencies:**
- 6.5 Staff Workspace
 - 6.6 Returns & Sorting area

Sight Lines To: 6.3 Circulation Supervisor's Office

Proximate: all staff work areas

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Exterior access to the Staff/Deliveries Entrance must include ramping to facilitate deliveries and to allow people with disabilities to easily access the doorway. Interior access should be via a generous corridor/room with at least 44” of available width to maneuver dollies/boxes, and wheelchairs. The door here must be fire-rated and have an automatic lock mechanism, and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff and/or delivery personnel.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall and corner bumpers should be installed to protect against materials and equipment bumps. The floor should be a hard, non-slip surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: The designated function of this space makes it unlikely that it will be changed/expanded.

HVAC: During deliveries and staff arrivals, temperatures will fluctuate in this area. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity here.

Lighting, Artificial: Provide 15-25 foot-candles for the interior of this space, switched next to the entry door. At the exterior of the door include a tamper-proof, vandal resistant safety light that is controlled by photocells. Wiring for this light must be concealed and protected.

Plumbing: None

Seating: None

Security: Library access via this entrance is limited to staff or delivery personnel admitted/cleared by staff. The door must be fire-rated and have an automatic lock mechanism.

To ensure visual control, the exterior door to this entrance must have either a secure "peep hole" or safety glass glazing.

Include a secure, exterior, coded access pad here so that delivery personnel with clearance will be able to unlock this delivery door whether or not a staff person is immediately available.

The building security system control pad should be located here, convenient to staff who are entering/exiting the building.

Signage: At both the interior and exterior of this door signage will be required to meet all life/safety codes for the building. All wall-mounted signage should include Grade 2 Braille.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Install a secure, exterior, coded access pad here so that delivery personnel with clearance will be able to unlock this delivery door whether or not a staff person is immediately available.

6.8 Staff/Mail/Deliveries Entrance (continued)

Provide one standard quad communications outlet (two voice and two data) co-located with associated power in this room for future flexibility in the use of this space.

The building security system control pad should be located here.

Components and Furnishings:

Staff/Mail/Deliveries Entrance	Quantity	Item	SF/Item	Total SF
counter, mail, 10'Lx3'D + circulation, w/ pigeon holes above	1.0	counter	45.00	45
sorter, mail, pigeon hole style, wall hung above counter	1.0	sorter	n.a.	n.a.
delivery tote box stacking space for shared borrowing materials (5 box capacity per stack)	5.0	stack	4.00	20
tote box for shared borrowing materials (sq. ft. included w/ stacking space)	25.0	box		
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				65

6.9 Staff Lounge

266 sq. ft.

Functional Space Summary: This area is for library staff to use for meals and breaks. The space should have a quiet ambience and sufficient space for several individuals to relax here without disturbing each other. It should be somewhat adjacent to the Staff Workspace and adjacent to the Staff Restroom. A telephone for staff use will be needed within this space. A wireless network service should be available to allow staff members to use laptops or other personal electronic devices while in the room.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the building to prevent cooking smells from penetrating the rest of the Library.

Spatial Relationships and Visual Control: The Staff Lounge location is spatially related to all of the staff back-of-house areas. Provide adjacency to the Staff Restroom, and a proximate relation to the Staff Workspace.

Staff using this room will appreciate having a window, or at least a clerestory that connects them to natural light and the outdoor environment.

Adjacencies: 6.10 Staff Restroom

Sight Lines To: None

Proximate: all staff work areas

Occupancy: staff, 0-6 seated at lunch table

Access: Access to the Staff Lounge should be from a path of travel that is at least 42" wide. The doorway into the lounge must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is lockable, and depending on location, may be routinely locked when not in use, with access limited to staff. The lunch table here should be high enough to accommodate users in a wheelchair.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to adjacent areas.

Collections: None

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. If windows here are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control. The table surface should be scratch resistant and easily washed.

Flexibility and Expandability: It is not expected that this space will be changed or expanded, but provide sufficient technology and power access to allow for change if it does become necessary.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the Staff Lounge.

Lighting, Artificial: Provide 20-40 foot-candles average. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service, to include hot water, will be required at the wet sink, dishwasher and garbage disposal included here at the kitchen counter.

Seating: Six staff seats at the lunch table.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Lounge. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted on the wall 15" above the finished floor to accommodate staff hand-held computing devices.

Include wireless service in this space.

Include power for all kitchen appliances here—a microwave, garbage disposal, dishwasher or refrigerator will require standard power from duplex or quad outlets.

6.9 Staff Lounge (continued)

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Staff Lounge	Quantity	Item	SF/Item	Total SF
chair, side, staff @ 6-place rectangular table	6.0	chair	25.00	150
table, 6-place, rectangular, staff (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
counter, kitchen, 8'Lx2.5'D + circulation, w/ wet sink and appliances	1.0	counter	44.00	44
cabinet, storage, above counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter (sq. ft. included w/ counter)	2.0	cabinet	n.a.	n.a.
sink, kitchen	1.0	sink	n.a.	n.a.
disposal, garbage	1.0	disposal	n.a.	n.a.
dishwasher, under counter	1.0	dishwasher	n.a.	n.a.
refrigerator, full height	1.0	refrigerator	16.00	16
oven, microwave	1.0	oven	n.a.	n.a.
coffee, maker, 10-cup	1.0	coffee maker	n.a.	n.a.
telephone, wall mounted	1.0	telephone	n.a.	n.a.
board, bulletin	1.0	board	n.a.	n.a.
bin, recycling	2.0	container	4.00	8
rack, magazine, wall-mounted, w/ 12 pockets	1.0	rack	n.a.	n.a.
lockers, half-height @ 5 sf ea stack	12.0	lockers	2.50	30
coat closet or coat rack 6'Lx3'D	1.0	closet	18.00	18
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
Total				266.0

6.10 Staff Restroom

in GSF

Functional Space Summary: A single-occupancy, unisex Staff Restroom is needed. It should be adjacent to the Staff Lounge and reasonably close to the Staff Workspace.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be tile. Sloping floors and floor drains are essential, as is excellent ventilation. Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over the sink to prevent soap and water drips on the floor.

Install towel dispensers, a parcel/purse shelf, and a small built-in supplies/Rx cabinet. Include a coat hook and a bench for changing clothes.

Spatial Relationships and Visual Control: The Staff Restroom should be adjacent to the Staff Lounge, and reasonably accessible from the Staff Workspace.

The restroom should potentially be accessible to the public from the Computer Lab and Classroom for use by visitors attending instructor led training sessions in the lab when the library is closed.

Adjacencies:

6.5	Staff Workspace
6.9	Staff Lounge
4.5	Computer Lab & Classroom

Sight Lines To: None

Proximate: None

Occupancy: No continuous occupancy, 1 when occupied

Access: Meet or exceed all ADA requirements.

Acoustics: Provide excellent acoustical separation of the restroom from other occupied areas. Sound insulation should be employed to reduce transmission of noise from this space to adjacent areas.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design the restroom to be highly durable and easy to clean and maintain. Restroom fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install an electronic hand dryer, a paper towel dispenser, a bench for changing clothes, and a parcel shelf.

Flexibility and Expandability: Meet or exceed all ADA requirements. It is not expected that this space will change functions in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles switched inside the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water and/or sewer service will be required at the toilet, sink, and floor drain. Hot water will be required at the sink.

Seating: None

Security: Staff should be able to securely lock the restroom door from inside. Door hardware should include a safety feature so that in the event of a staff member becoming incapacitated, the lock can be tripped in order to enter the restroom.

Signage: Room identification and purpose must be posted outside the Staff Restroom. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Technology/Power/Audiovisual: Toilets should be low-flush and power will be required for the electronic hand dryer.

Include tamper-proof, grounded duplex electrical wall outlets outside the restroom. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

Components and Furnishings:

Staff Restroom, single occupancy, unisex	Quantity	Item	SF/Item	Total SF
Toilet	1.0	toilet	n.a.	n.a.
shelf, parcel, restroom	1.0	shelf	n.a.	n.a.
coat hook, restroom	2.0	hook	n.a.	n.a.
bench for changing clothes	1.0	bench	n.a.	n.a.
sink, lavatory, restroom	1.0	sink	n.a.	n.a.
mirror, scratch resistant, restroom	1.0	mirror	n.a.	n.a.
hand dryer, electronic, restroom	1.0	dryer	n.a.	n.a.
paper towel dispenser, restroom	1.0	dispenser	n.a.	n.a.
receptacle, waste, restroom	1.0	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	1.0	unit	n.a.	n.a.
dispenser, soap, restroom	1.0	dispenser	n.a.	n.a.
cabinet, Rx and supplies	1.0	cabinet	n.a.	n.a.
Total				in GSF

7.1 Telecommunications/Server Room

in GSF

Functional Space Summary: This space is required to serve as the monitor location of all library systems and components telecommunications wiring and server needs.

Spatial Relationships and Visual Control: The telecommunications room can be located wherever design needs provide space to accommodate it although it must have access to the raised flooring or conduit.

If design layout permits, the Technology Technician will appreciate having this room located proximate to her/his office.

Adjacencies: None

Sight Lines To: None

Proximate: 1.5 A-V Control Room
6.4 Youth Services Librarian & Tech. Technician Office

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the telecommunications room should be from a path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound insulation should be employed to reduce transmission of equipment hum noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to decrease particulates and static electricity.

Flexibility and Expandability: This space should be sufficiently sized so as not to require expansion over the life of the library building. All conduit and cabling channels should be generously sized to allow for growing demands on the building's telecommunications infrastructure.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units.

7.1 Telecommunications/Server Room (continued)

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door

Plumbing: None

Seating: None.

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for personnel inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: Room identification and purpose must be posted outside the Telecommunications Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include an "Authorized Personnel Only" sign on the exterior of the door to this room.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and library planners to provide specific guidance for technology and power requirements in this room.

Equipment that will be planned for this space will likely include, but may not be limited to the following:

- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Uninterruptible power source (UPS)
- Telephone handset

Components and Furnishings:

Telecommunications/Server Room	Quantity	Item	SF/Item	Total SF
Room	1.0	room	110.00	In GSF
Total				In GSF

7.2 Custodial Closet & Supplies

in GSF

Functional Space Summary: A custodial closet is required. Because cleaning chemicals will be stored here the space should include a locking storage cabinet. A mop sink and cleaning equipment will also be stored here.

Spatial Relationships and Visual Control: The custodial closet and janitorial supplies room should be located proximately to the Staff/Mail/Deliveries Entrance to facilitate trash and recycling duties.

Adjacencies: None

Sight Lines To: None

Proximate: 6.8 Staff & Delivery Entrance

Occupancy: No continuous occupancy, 1 staff when occupied

Access: Access to the Custodial Closet should be from a path of travel that is at least 44" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound transmission should not be a serious concern here.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to allow for wet spills/drips.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the Custodial Closet to disperse chemical fumes/odors.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet mop/deep sink included here.

7.2 Custodial Closet & Supplies (continued)

Seating: None

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Signage: Room identification and purpose must be posted outside the Custodial Closet. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Custodial Closet & Supplies	Quantity	Item	SF/Item	Total SF
cabinet for chemical storage, locking	1.0	cabinet	9.00	n.a.
shelving, industrial, 80"	1.0	section	15.00	n.a.
mop sink	1.0	sink	15.00	n.a.
open storage area	1.0	space	30.00	n.a.
vacuum, industrial (sq. ft. included in open storage)	1.0	vacuum	n.a.	n.a.
total				In GSF

7.3 Building Maintenance /Supplies

in GSF

Functional Space Summary: This space is required for the storage of building maintenance supplies, including lighting lamps/ballasts, carpet tiles, ceiling tiles, and other items..

Spatial Relationships and Visual Control: The Building Maintenance /Supplies Room can be located wherever design needs provide space to accommodate it.

Adjacencies: None

Sight Lines To: None

Proximate: None

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the Building Maintenance /Supplies Room should be from a path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 55-75 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door.

Plumbing: Water/sewer service may be required as part of the mechanical systems functionality.

Seating: None

7.3 Building Maintenance/Supplies (continued)

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door(s) must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: Room identification and purpose must be posted outside the Building Maintenance /Supplies Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include an "Authorized Personnel Only" sign on the exterior of the door to this space.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

7.4 Mechanical/Electrical Room

in GSF

Functional Space Summary: This space is required for the building's mechanical and electrical system components.

Spatial Relationships and Visual Control: The Mechanical and Electrical Room can be located wherever design needs provide space to accommodate it. SMUD, the electrical utility, requires an exterior door for access to this space.

Adjacencies: None

Sight Lines To: None

Proximate: Exterior Door

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the Mechanical and Electrical Room should be from a path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 55-75 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door.

Plumbing: Water/sewer service may be required as part of the mechanical systems functionality.

Seating: None

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door(s) must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: Room identification and purpose must be posted outside the Mechanical and Electrical Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include an "Authorized Personnel Only" sign on the exterior of the door to this space.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

VIII. Preliminary Project Budget

Uses	Amount
Construction	\$ 4,195,490
Contingency	\$ 777,588
Land	\$ 1,450,000
Site Development	\$ 1,103,970
Site Permits & Fees	\$ 339,411
Furnishings & Equipment	\$ 1,450,049
Soft Costs	\$ 1,641,888
Works of Art	\$ 212,007
Collection	\$ 1,955,825
Total Project Costs	\$ 13,126,228

Projected	Adult	Teens & Curriculum	Children	Total
Total Book & AV Media Collection:				138,119
Circulating AV Media				21,169
Circulating Books				114,650
Reference (non-circulating) Books				2,300
Electronic Resources				na
Electronic (10%-15% of annual materials budget)	na	na	na	na
Books (85% of total collections)	65,200	17,150	34,600	116,950
Adult 55%/Teen 15%/Juv. 30%				
AV Media (15% of total collections)	15,000	1,600	4,569	21,169
Adult & Teen 70%/Curriculum 8%/Juv. 22%				
Total	80,200	18,750	39,169	138,119
Books	Adult	Teens	Children	Total
Reference	1,800	0	500	2,300
New Books Browsing	600	400	100	1,100
Genre (M,SF,W)	6,000	1,250	1,500	8,750
Fiction	11,000	4,000	5,000	20,000
Graphic Novels	0	1,300	0	1,300
Non-fiction	39,000	8,300	19,500	66,800
World Languages	2,000	700	1,000	3,700
Large Print	3,300	0	0	3,300
Picture Bks	0	0	4,000	4,000
Easy Readers	0		2,000	2,000
Mass market Paperbacks	1,500	1,200	1,000	3,700
Total	65,200	17,150	34,600	116,950
Audiovisual Media	Adult & Teen	Curriculum	Children	Total
Video	0	300	0	300
DVDs	4,500	300	2,069	6,869
Music CDs	4,500	200	600	5,300
Books on Tape & on CD & AV kits	4,000	200	800	5,000
Software & CD-ROMs	1,000	300	600	1,900
New Format	1,000	300	500	1,800
Total	15,000	1,600	4,569	21,169
Total Books & AV Media:	80,200	18,750	39,169	138,119
Projected collections equate to 2.21 volumes per resident capita				

Magazines and Periodicals	Adult	Teen	Children	Total
Magazines & Journals	86 titles	12 titles	20 titles	118 magazine & journal titles
Newspapers	12 titles			12 newspaper titles

Appendix B: The Library for North Natomas Collection and Shelving

All shelves = 3 ft long											
Each section = single-sided, calculated @ 10.3 SF, except Reference and Children's Picture Books, calculated @ 11.25 SF											
		Projected	% on Shelf	Items Shlvd		Shelf Type	Items/L F	LF Needed	Sections Needed	Aisle Width	SF Needed
	Reference Collection:										
3.4	adult and teen	1,800	100%	1,800	B	45'/2sh + base, 12" shelf, slotted w/ dividers, w/ roll-out center shelf	6	300	33.3	42"	375
3.4	children's	500	100%	500	H	45"/2sh + base, 12" shelf, slotted w/ dividers, w/ roll-out center shelf	8	63	6.9	42"	78
	Total Reference Books	2,300						363	40.3		453
	Circulating Books										
	Adult Books										
3.1	New Books Browsing	600	50%	300	F	66"/5sh+ base	2	174	9.7	42"	100
3.6	Genre (M,SF,W)	6,000	65%	3,900	A	66"/5sh+ base	8	488	27.1	42"	279
3.6	Fiction	11,000	65%	7,150	A	66"/5sh+ base	8	894	49.7	42"	511
3.6	Nonfiction	39,000	65%	25,350	A	84"/6sh+ base	10	2,535	120.7	42"	1,243
3.6	World Languages	2,000	70%	1,400	A	66"/5sh+ base	10	140	7.8	42"	80
3.6	Large Print	3,300	65%	2,145	F	66"/5sh+base	8	268	14.9	42"	153
3.6	Mass market Paperbacks	1,500	55%	825	G	spinners inset into 66" shelf unit w/ 288 vol. capacity per unit	16	52	2.9	42"	30
	Total Adult Books	68,000						5,275	313		2,397

Appendix B: The Library for North Natomas Collection and Shelving

2

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Appendix B: The Library for North Natomas Collection and Shelving

3

	Audiovisual Media										
	Adult Media:										
3.8	DVDs	4,500	45%	2,025	F	66"/5sh, AV browse bins	30	68	3.8	42"	39
3.8	Music CDs	4,500	55%	2,475	J	66"/5sh, AV browse bins	30	83	5.5	42"	57
3.8	Books on Tape & on CD	4,000	50%	2,000	F	66"/5sh+ base	10	200	11.1	42"	114
3.8	Software & CDRom kits	1,000	70%	700	F	66"/5sh+ base	10	70	3.9	42"	40
3.8	New Format	1,000	70%	700	F	66"/5sh+ base	20	35	1.9	42"	20
	Total Adult Media:	15,000						455	26.2		270
	Teen & Curriculum Media:										
3.8	Video	300	50%	150	F	66"/5sh+ base	10	15	0.8	42"	9
3.8	DVDs	300	50%	150	F	66"/5sh, AV browse bins	30	5	0.3	42"	3
3.8	Music CDs	200	60%	120	J	66"/5sh, AV browse bins	30	4	0.3	42"	3
3.8	Books on Tape & on CD	200	50%	100	F	66"/5sh+ base	10	10	0.6	42"	6
3.8	Software & CDRoms	300	60%	180	F	66"/5sh+ base	10	18	1.0	42"	10
3.8	New Format	300	70%	210	F	66"/5sh+ base	20	11	0.6	42"	6
	Total Curriculum Media:	1,600						63	3.5		36
	Children's Media:										
5.4	DVDs	2,069	50%	1,035	F	42"/3sh, AV browse bins	30	34	3.8	42"	39
5.4	Music CDs	600	50%	300	K	42"/3sh, AV browse bins	30	10	1.1	42"	11
5.4	Books on Tape & on CD	600	60%	360	F	42"/2sh+ base	12	30	3.3	42"	34
5.4	AV kits	200	60%	120	M	42"/3sh w/hanging rod	12	10	1.1	42"	11
5.4	Software & CDRoms	600	60%	360	F	42"/2sh+ base	10	36	4.0	42"	41
5.4	New Format	500	60%	300	F	42"/2sh+ base	20	15	1.7	42"	17

Appendix B: The Library for North Natomas Collection and Shelving

[illegible]

Code	Height	Shelves per unit	Features	Purpose
A	84"	6+ base	Standard	Adult Fiction, Adult Genre, Adult Nonfiction, Adult & Teen World. Languages, Teen Nonfiction
B	78"	5+ base	12" shelf depth, divided, w/Roll-out center shelf	Reference
C	78"	5+ base	Hinged, slanted, w/flat shelf below	Adult Magazines Display
D	78"	5+ base	Standard	Adult Magazine Backfiles
E	78"	5+ base	Hinged, slanted, w/flat shelf below, w/plexi inserts	Adult Newspapers
F	66"	5+ base	Standard	Adult New, Adult Large Print, Teen New & Display, Teen Fiction, Teen Genre, Teen Graphic Novels, DVDs, Adult & Teen Audiobooks, Software & CD-ROMs, New Format, Curriculum Videos, Children's New & Display, Children's Genre, Children's Fiction, Children's Nonfiction, Children's World Languages, Teen Magazine Backfiles
G	66"	N.A.	Spinner insert	Mass market paperbacks
H	42"	2+ base	12" shelf depth, divided,	Children's Reference

Code	Height	Shelves per unit	Features	Purpose
			w/Roll-out center shelf	
J	66"	5 + base	AV Browse	Adult & Teen CDs
K	66"	4 + base	AV browse	Children's CDs
M	66"	5 +base	AV hangup insert	Children's AV kits
N	66"	4+ base	Standard	Children's Magazine Backfiles
O	66"	4+base	Hinged, slanted, w/flat shelf below	Teen Magazine Display, Children's Magazine Display
P	42"	2 +base	Divided w/canopy top	Children's Picture Books
R	42"	3	Hinged, slanted, w/flat shelf below	Children's Magazine Display

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Open General Reader Seating:						
For Adults & Teens						
1.1	Public Entrance/lobby/Gallery	lounge chairs	0	14	35	490
3.1	New Books Browsing	lounge chairs	0	8	35	280
3.4	Reference Collection	4-place tables, rectangular	4	16	25	400
3.6	General Collection Circulating Books	4-place tables, rectangular	8	32	25	800
3.6	General Collection Circulating Books	lounge chairs w/ tablet arms	0	10	35	350
3.7	Periodicals & Newspapers	lounge chairs w/ tablet arms	0	10	35	350
3.7	Periodicals & Newspapers	4-place tables, rectangular	2	8	25	200
3.9	Teen Area	lounge chairs w/ tablet arms	0	8	35	280
Open Adult & Teen Seating subtotal:				106		2380
For Children						
5.1	Children's Picture books & Easy readers	4-place tables, round, Child's sized	2	8	16	128
5.1	Children's Picture books & Easy readers	2-place lounge chairs	0	2	40	80
5.3	Children's Nonfiction Books	4-place tables, rectangular	5	20	25	500
5.3	Children's Nonfiction Books	lounge chairs	0	4	35	140
5.4	Children's Audiovisual	lounge chairs	0	2	35	70
5.5	Children's fiction	lounge chairs	0	6	35	210
Open Children's Seating subtotal:				42		918
Open Reader Seating total:				148		3298
2.4 seats per every 1000 people						

Appendix E: The Library for North Natomas Computer Equipment

Space		Equipment Type	Units	SF/ Seat	SF Needed
Open Access Public Computers					
3.1	New Books	stand-up OPAC computer wkstn	1	16	16
3.3	Central OPAC Area	sitdown OPAC computer wkstn w/ 1 seat	8	30	240
3.5	General Open Access Computers	sitdown computer wkstn w/ 1 seat	23	30	690
3.5	General Open Access Computers	sitdown computer wkstn, ADA compliant	1	30	30
3.6	General Collection Circulating Books	stand-up OPAC computer wkstn	2	16	32
3.8	General Audiovisual Media	stand-up OPAC computer wkstn	1	16	16
3.9	Teen Area	sitdown computer wkstn w/ 1 seat	8	30	240
3.9	Teen Area	stand-up OPAC computer wkstn	1	16	16
5.1	Open Access Computers for Children	sitdown computer wkstn, w/2 seats	4	40	160
5.2	Open Access Computers for Children	sitdown computer wkstn w/ 1 seat	10	30	300
5.3	Children's Non-fiction Books	stand-up OPAC computer wkstn	1	16	16
Controlled Access Public Computers					
1.4	Multi-Purpose Meeting/Program Room	Mobile wireless notebook computers lab with storage/charging cart - to be stored in 1.5 A/V control room	20	0	0
4.5	Computer Lab/Classroom (scheduled access)	sitdown computer wkstn w/ 1 seat, equipped w/ CD-ROM player & audio earphone jack	36	28	1008
4.5	Computer Lab/Classroom (scheduled access)	instructor's station w/ computer & projection system console	1	40	40
	Total public OPAC computers		14		
	Total public open access/non-OPAC computers		46		2788
	Total computer labs scheduled student workstations		36		
	Total Mobile computer labs laptop workstations		20		
Printers & scannrs					
3.3	Central OPAC Area	networked printers, BW & Color	1	12	12
3.5	General Open Access Computers	networked printers, BW & Color	2	12	24
3.5	General Open Access Computers	networked scanners	1	12	12
3.9	Open Access Computers for Teens	networked printers, BW & Color	1	12	12
3.9	Open Access Computers for Teens	networked scanners	1	12	12

Appendix E: The Library for North Natomas Computer Equipment

4.5	Computer Lab/Classroom (scheduled access)	networked printers, BW & Color	2	12	24
4.5	Computer Lab/Classroom (scheduled access)	networked scanners	1	12	12
5.1	Open Access Computers for Children	networked printers, BW & Color	1	12	12
5.2	Open Access Computers for Children	networked printers, BW & Color	2	12	24
					144
Other Public Equipment:					
2.1	Express Checkout	express checkout station	4	45	180
3.4	General Reference Collection	microform reader/printer	1	35	35
4.6	Copy Center	B&W copy machine (networked) w/ card & coin op.	1	45	45
4.6	Copy Center	Color copy machine (networked) w/ card & coin op.	1	45	45
					305
	1 open access computer per every 1,158 people				

Appendix F: The Library for North Natomas Square Footage Conversion Factors 1

ITEM	CONVERSION FACTOR
Shelving:	
Shelving, single-sided section, 3' wide	10.3 SF/section
Shelving, adult reference materials single-sided section, 3' wide	11.25 SF/section
Volumes per Linear Foot:	
Books, adult new (display)	2 volumes/Linear Foot
Books, adult, fiction	8 volumes/Linear Foot
Books, adult, nonfiction	10 volumes/Linear Foot
Books, adult reference	6 volumes/Linear Foot
Books, international languages	10 volumes/Linear Foot
Books, large print	8 volumes/Linear Foot
Books, paperback, on spinners inset into standard shelving	16 volumes/Linear Foot
Books, graphic novels	16 volumes/Linear Foot
Books, children's reference	8 volumes/Linear Foot
Books, children's new and display	8 volumes/Linear Foot
Books, children's fiction and nonfiction	13 volumes/Linear Foot
Books, children's picture & easy readers	20 volumes/Linear Foot
Books, children's international languages	15 volumes/Linear Foot
Videos	10 volumes/Linear Foot
DVDs, CDs, cassettes in A-V browse bins	30 volumes/Linear Foot
Adult audiobooks	10 volumes/Linear Foot
New format A-V	20 volumes/Linear Foot
Children's audiobooks, A-V kits (hanging)	12 volumes/Linear Foot
Magazines, current display	1 title/Linear Foot
Magazines, backfiles, in pamphlet boxes	2.5 boxes/Linear Foot
Newspapers, current display	1 title/Linear Foot
Reader Seating:	
@ 4-place table, rectangular	25 SF/seat
@ 4-place table, round	22 SF/seat
@ 2-place table, round	22 SF/seat
@ study carrel	30 SF & 32 SF/unit
@ lounge chair	35 SF/seat
@ lounge chair, 2-place	45 SF/seat

Appendix F: The Library for North Natomas Square Footage Conversion Factors 2

ITEM	CONVERSION FACTOR
Meeting Room Seating	13.00 SF/seat
Equipment:	
Public access computer, flat screen, stand-up	16 SF/workstation
Public access computer, flat screen, sit-down, 1 seat	30 SF/workstation
Public access computer, flat screen, sit-down, 2 seats	40 SF/workstation
Restricted access public computer, flat screen, sit-down, 1 seat	28 SF/workstation
Public access computer, flat screen, stand-up	16 SF/workstation
Printer, networked	12 SF/scanner
Scanner, networked	12 SF/scanner
Photocopier	40 SF/copier
Self check-out station	45 SF/station
Microform reader/printer	35 SF/machine
Staff materials returns workstation	40 SF/workstation
Staff office system wkstns, 5'x6' + circ 25%	38 SF/workstation

Appendix G: The Library for North Natomas Planning Authorities Used and Sources Cited

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Appendix H: The Library for North Natomas Preliminary Master List of Furniture & Equipment 1

The list of furnishings and equipment for this building program is, by necessity, preliminary and should be expected to require expansion and revision during the design, interior planning and construction phases of the project.

For additional information regarding furnishings and equipment see Appendices B-E and Section VII of the building program.

Description	Quantity	Item
baby changing station, public restroom	2.0	station
barcode reader	5.0	reader
baskets, for board books	TBD	basket
bench for changing clothes, restroom	1.0	bench
bin, display, acrylic to hang on slatwall	30.0	bin
bin, recycling	14.0	bin
bin, return, depressible, on casters	6.0	bin
board, bulletin	5.0	board
board, display, wall-mounted	10.0	board
board, white	6.0	board
book truck	18.0	truck
building directory, wall mounted	1.0	directory
cabinet for chemical storage, locking	1.0	cabinet
cabinet, display, free-standing, lockable	2.0	display
cabinet, microform, single faced	1.0	cabinet
cabinet, Rx and supplies, staff restroom	1.0	cabinet
cabinet, storage, above counter	1.0	cabinet
cabinet, storage, above counter, locking	2.0	cabinet
cabinet, storage, below counter	4.0	cabinet
cabinet, storage, below counter, locking	4.0	cabinet
cabinet, supply	1.0	cabinet
cabinet, supply for printer	19.0	cabinet
cabinet, supply, locking	1.0	cabinet
carrel, 1-place, public	11.0	carrel
cart, A-V	1.0	cart
cart, mobile charging/storage for 20 laptop PCs	1.0	cart
case, atlas	1.0	case
cash register	2.0	cash register
chair, guest	5.0	chair
chair, lounge, 2-place, public	2.0	chair
chair, lounge, public	34.0	chair
chair, lounge, w/ tablet arms, public	28.0	chair
chair, reader, child height, public	24.0	chair
chair, reader, public	56.0	chair

Appendix H: The Library for North Natomas Preliminary Master List of Furniture & Equipment 2

Description	Quantity	Item
chair, reader, toddler-sized, public	8.0	chair
chair, side, public	4.0	seat
chair, side, staff	8.0	chair
chair, stacking, public	75.0	chair
chair, task, public	84.0	chair
chair, task, staff	17.0	chair
circulation service desk	1.0	service desk
clock, wall, battery powered	29.0	clock
coat closet or coat rack 6'Lx3'D	1.0	closet
coat hook, public restroom	TBD	hook
coat hook, staff restroom	2.0	hook
coded access key pad	1.0	code pad
coffee maker, 30-cup, public	1.0	coffee maker
coffee, maker, 10-cup, staff	1.0	coffee maker
coin/card operation unit associated w/ photocopier	2.0	unit
coin/card operation unit associated w/ reader/printer	1.0	unit
computer, flat screen, public	96.0	computer
computer, flat screen, staff	28.0	computer
console, for projection system	2.0	console
counter, kitchen, 6'Lx2.5'D	1.0	counter
counter, kitchen, 8'Lx2.5'D	1.0	counter
counter, mail, 10'Lx3'D	1.0	counter
counter, sales, 4'Lx3'D	1.0	counter
counter, work, 8'Lx3'D	4.0	counter
cushion, low-loft	20.0	cushion
desk set, height adjustable, staff	7.0	desk set
dishwasher, under counter	1.0	dishwasher
dispenser, soap, public restroom	TBD	dispenser
dispenser, soap, staff restroom	1.0	dispenser
display unit for community information	1.0	info. center
disposal, garbage	1.0	disposal
dolly for folding tables, capacity 3 tables per dolly	2.0	dolly
dolly for stacking chairs, capacity 8 chairs per dolly	10.0	dolly
emergency "panic" alarm button	1.0	alarm
equipment cart	2.0	cart
express self-checkout machine	4.0	machine
file, lateral	6.0	file
file, mobile, under desk	9.0	file

Appendix H: The Library for North Natomas Preliminary Master List of Furniture & Equipment 3

Description	Quantity	Item
floor mats	TBD	mat
hand dryer, electronic, public restroom	TBD	dryer
hand dryer, electronic, staff restroom	1.0	dryer
information service desk	1.0	service desk
key closet, locking, wall mounted	1.0	key closet
lectern	2.0	lectern
lockers, half-height	12.0	lockers
mirror, scratch resistant, public restroom	TBD	mirror
mirror, scratch resistant, staff restroom	1.0	mirror
mop sink	1.0	sink
oven, microwave	2.0	oven
paper cutter, safety rated, public	1.0	paper cutter
paper cutter, safety rated, staff	1.0	paper cutter
paper punch, 3-hole, public	1.0	punch
paper punch, 3-hole, staff	1.0	punch
paper towel dispenser, staff restroom	1.0	dispenser
personal computing device, hand-held, staff	1.0	personal computing device
photocopier, B&W, networked	1.0	photocopier
photocopier, color, networked	1.0	photocopier
photocopier, networked, w/faxing capability, staff	1.0	photocopier
printer, dedicated, staff	7.0	printer
printer, networked, B&W/color, public	8.0	printer, B&W
printer, networked, staff	3.0	printer
printer, receipt, staff	2.0	printer
projection screen, ceiling/wall mounted pull-down	2.0	screen
projection system, ceiling mounted	2.0	system
public address system	1.0	system
rack, A-V equipment	4.0	rack
rack, magazine, wall-mounted, w/ 12 pockets	1.0	rack
reader/printer, microform	1.0	reader/printer
receptacle, trash	41.0	receptacle
receptacle, waste, restroom	TBD	receptacle
receptacle, waste, staff restroom	1.0	receptacle
refrigerator, full height	1.0	refrigerator
return slot, exterior, manual, lockable	3.0	slot

Appendix H: The Library for North Natomas Preliminary Master List of Furniture & Equipment 4

Description	Quantity	Item
return slot, interior, manual, lockable	3.0	slot
sanitary disposal unit, public restroom	TBD	unit
sanitary disposal unit, staff restroom	1.0	unit
scanner, networked, on stand	4.0	scanner
sensitizer/desensitizer/barcode reader	2.0	reader
shelf, parcel, public restroom	TBD	shelf
shelf, parcel, staff restroom	1.0	shelf
shelving, 42", 12" shelf, slotted w/ dividers	15.3	sections
shelving, 42", slanted	1.1	section
shelving, 42", standard	19.0	section
shelving, 66", 12" shelf, slotted w/ dividers, w/ roll-out center shelf	4.1	section
shelving, 66", AV browse bins	12.3	section
shelving, 66", display-type	2.1	section
shelving, 66", slanted	1.8	section
shelving, 66", spinners inset in shelf units	3.6	section
shelving, 66", standard	50.4	section
shelving, 66", w/ hanging rods	0.7	section
shelving, 66", w/ slatwall end panels	82.5	section
shelving, 78", slanted	5.7	section
shelving, 78", 12" shelf, slotted w/ dividers, w/ center roll-out shelf	6.7	section
shelving, 78", slanted, hinged w/ flat shelf below, w/ plexi insert	0.8	section
shelving, 78", standard	17.8	section
shelving, 80", industrial	2.0	section
shelving, 84", standard	2.0	section
shelving, 84", w/ slatwall end panels	219.5	section
sink, kitchen	1.0	sink
sink, kitchen, extra deep	1.0	sink
sink, lavatory, public restroom	TBD	sink
sink, lavatory, staff restroom	1.0	sink
slatwall above display unit, at least 50 sq. ft.	1.0	slatwall
sorter, mail, pigeon hole style, wall hung	1.0	sorter
stall partition, public restroom	TBD	partition
stand for scanner	4.0	stand
stapler, public	1.0	stapler
stapler, staff	1.0	stapler
stool, task, staff	7.0	stool
table, 2-place, public	3.0	table

Appendix H: The Library for North Natomas Preliminary Master List of Furniture & Equipment 5

Description	Quantity	Item
table, 2-place, public, ADA compliant	1.0	table
table, 2-place, staff	1.0	table
table, 4-place, child height, public	5.0	table
table, 4-place, public	14.0	table
table, 4-place, public ADA compliant	1.0	table
table, 4-place, round, child height, public	2.0	table
table, 6-place, rectangular, staff ADA compliant	1.0	table
table, folding, public,	6.0	table
table, toddler-sized, 6-place, round, public	1.0	table
tape dispenser, public	1.0	dispenser
tape dispenser, staff	1.0	dispenser
telephone, cordless	2.0	telephone
telephone, handset	17.0	telephone
telephone, wall-mounted	2.0	telephone
theft security gates	1.0	pair
toilet, public restroom	TBD	toilet
toilet, staff restroom	1.0	toilet
tote box for shared borrowing materials	25.0	box
toys and learning tools	TBD	toys/tools
vacuum, industrial	1.0	vacuum
water fountain, multiple height	1.0	set
window seating for children and families	4.0	seat
workstation, adjustable height, returns, staff	2.0	workstations
workstation, computer, public, sit-down	75.0	workstation
workstation, computer, public, sit-down, ADA compliant	2.0	workstation ADA
workstation, computer, staff	1.0	workstation
workstation, computer, stand-up, public	6.0	workstation
workstation, express checkout, public	4.0	workstation
workstation, modular, 5' x 6'	5.0	workstation